
Expedient User Manual – Administration Module



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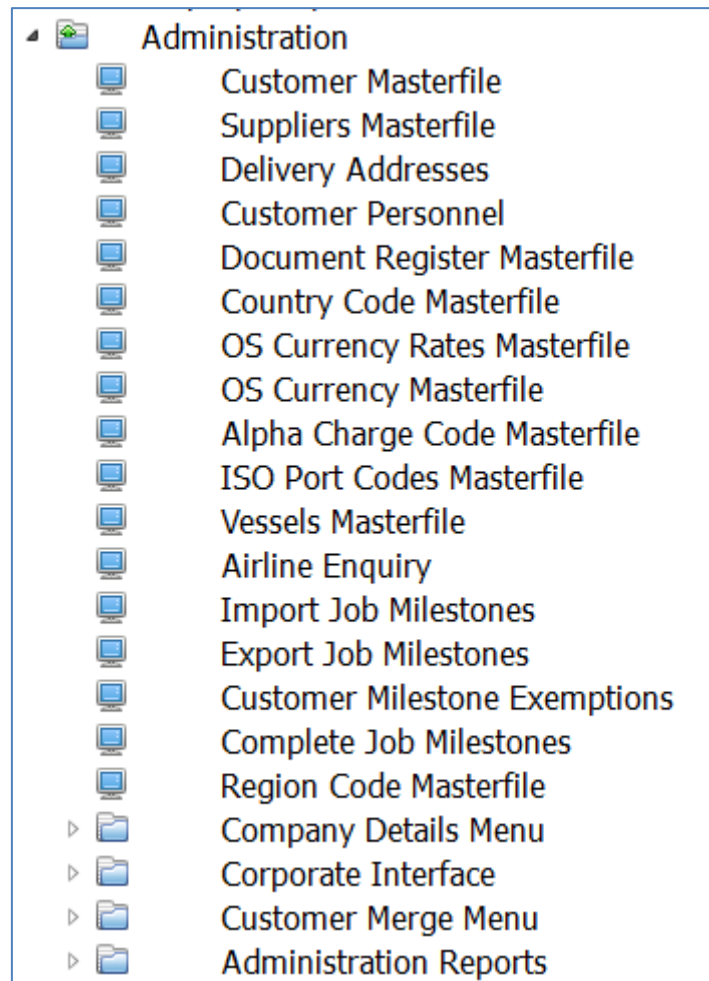
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ADMINISTRATION INTRODUCTION

E Xpedient software contains a series of Master files which store various information needed to perform the Registration, Accounting and Banking functions.

The administration menu is found in the Main Menu, see below:

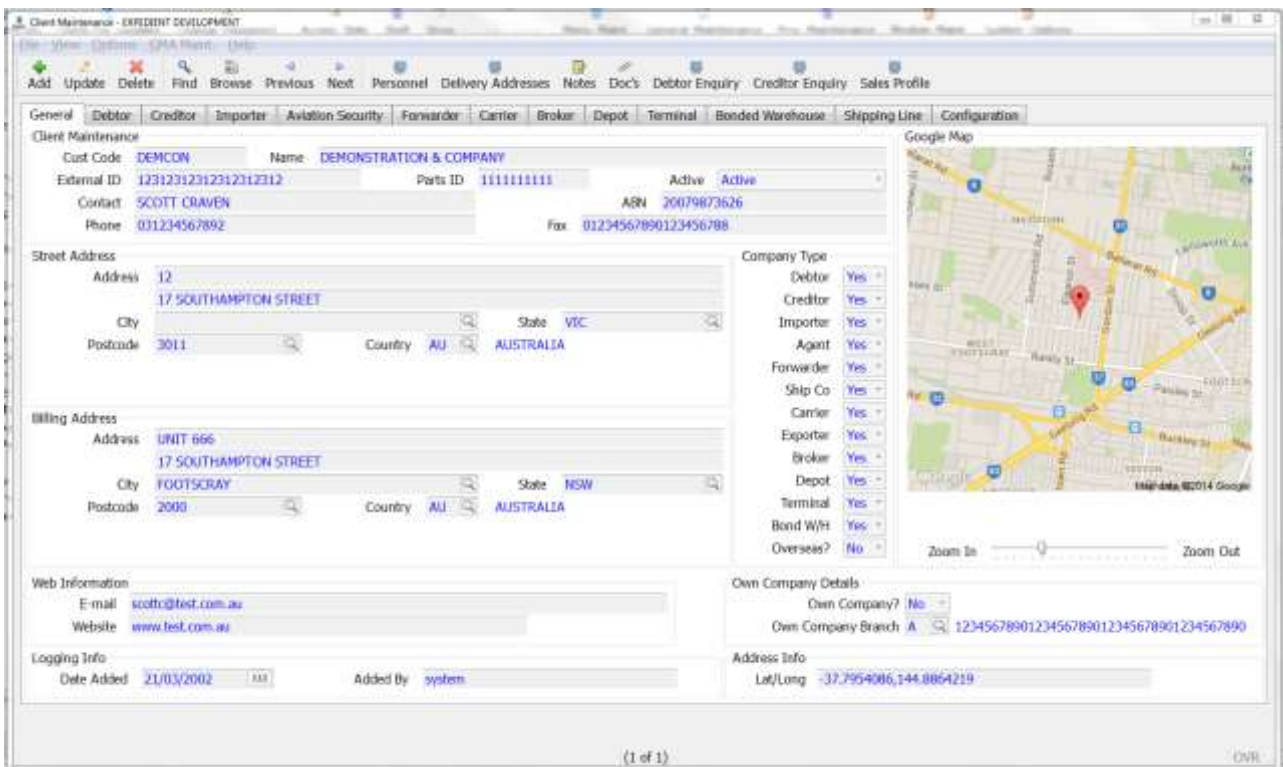


Customer Masterfile

The Customer Masterfile holds all information related to any company that your company deals with. The ranges of company types in which you can store information against shown below:

Company Type	
Debtor	Yes
Creditor	Yes
Importer	Yes
Agent	Yes
Forwarder	Yes
Ship Co	Yes
Carrier	Yes
Exporter	Yes
Broker	Yes
Overseas?	Yes

To access the Customer Masterfile, from the Administration Menu select **Customer Masterfile**. Once you have entered this screen you will be presented with the following Customer Masterfile Screen (blank data):









The screenshot displays the 'Client Maintenance' window for 'DEMONSTRATION & COMPANY'. The interface includes a menu bar with options like Add, Update, Delete, Find, Browse, Previous, Next, Personnel, Delivery Addresses, Notes, Doc's, Debtor Enquiry, Creditor Enquiry, and Sales Profile. The main form is divided into several sections:

- General:** Contains fields for Cust Code (DEMCON), Name (DEMONSTRATION & COMPANY), External ID (12312312312312312), Parts ID (111111111), Active status (Active), Contact (SCOTT CRAVEN), Phone (01234567892), and Fax (01234567890123456788).
- Street Address:** Fields for Address (12), City (17 SOUTHAMPTON STREET), Postcode (3011), Country (AU), and State (VIC).
- Billing Address:** Fields for Address (UNIT 696), City (FOOTSCRAY), Postcode (2000), Country (AU), and State (NSW).
- Web Information:** Fields for E-mail (scottc@test.com.au) and Website (www.test.com.au).
- Logging Info:** Fields for Date Added (21/03/2002) and Added By (system).
- Company Type:** A list of roles with Yes/No dropdowns: Debtor, Creditor, Importer, Agent, Forwarder, Ship Co, Carrier, Exporter, Broker, Depot, Terminal, Bonded Warehouse, Shipping Line, and Configuration.
- Own Company Details:** Fields for Own Company? (No), Own Company Branch (A), and a long alphanumeric code.
- Address Info:** Fields for Lat/Long (-37.7954006, 144.8864219).

A Google Map is visible on the right side of the form, showing the location of the company. The bottom of the window indicates '(1 of 1)' and 'CNR'.

General Information

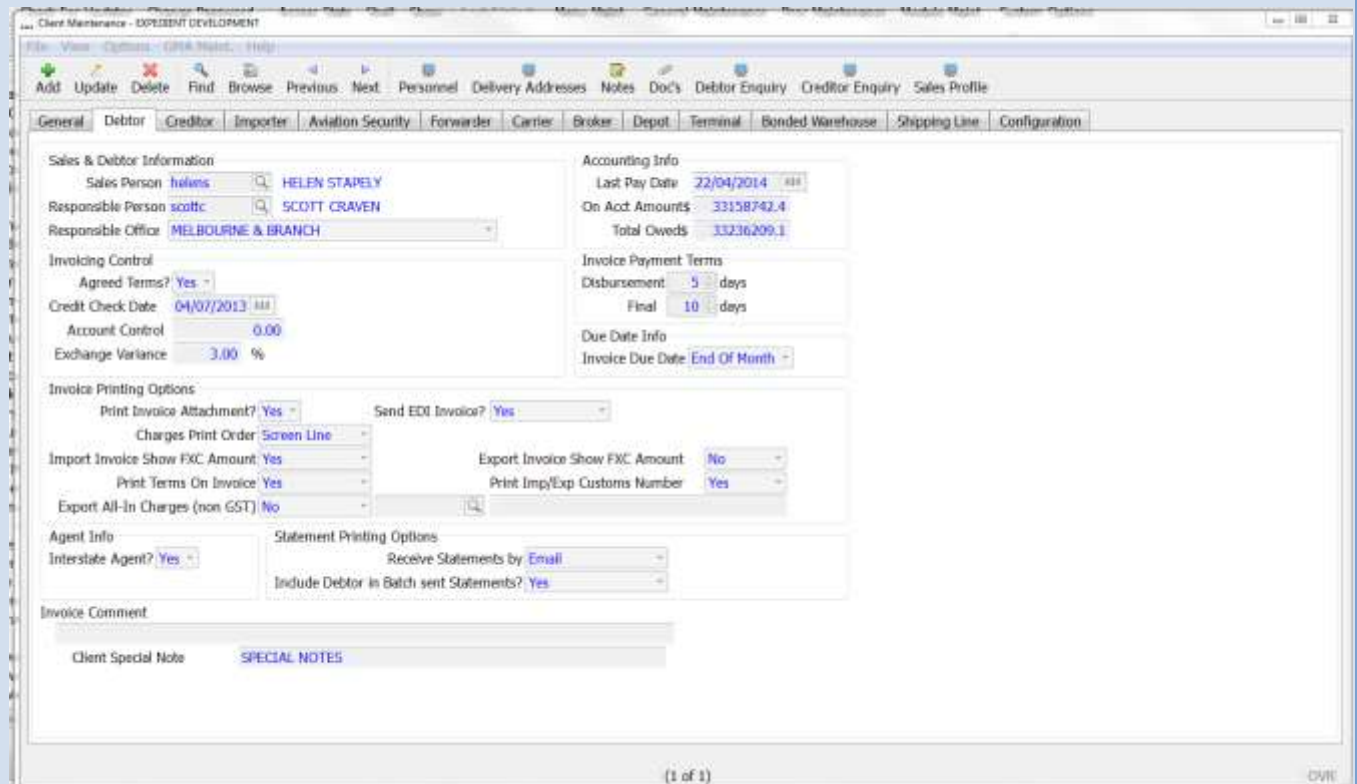
Field Name	Description	Validation	Default
Cust Code	This is the short code that is used to search for the Entity. Generally a short code is based on a rule using the first 3 letters of the first word and the first 3 letters of the second word. E.g.: Gavin Millman & Associates would be set up with GAVMIL as the short code. You have up to 8 characters to enter a code	Mandatory	Blank
Name	This is the name of the Entity	Mandatory	Blank
External ID	This is the short code of the customer in your company's external system (if applicable) The same External ID can apply against multiple Client Codes if the system option CMFEXTUNIQ is turned on. Otherwise the External ID is unique per Customer.	Optional	Blank
Parts ID	This is the related Parts ID that is linked to the parts found in the Customer Masterfile. (if applicable)	Optional	Blank
ABN	This is the Australian Business Number. If this is an overseas customer then just enter an arbitrary number. If your customer has a Client Activity Centre number, CAC, please put the 3 digit code at the end of the ABN.	Optional Validation on first 11 digits	Blank
Active	This defines whether the Customer is Active, Inactive or Prospect. If the Customer is not Active then no import or export jobs can be created for that customer. Please Note: A Prospect Customer is used to be able to provide Quotations for potential customers.	Mandatory	Active
Contact	This is the primary contact for the entity	Optional	Blank
Phone	This is the primary phone number for the entity	Optional	Blank
Fax	This is the primary fax number for the entity	Optional	Blank
Street Address 1	This is the first line of the street address. Generally this is used for Unit, or Level information. If there is no level or unit then leave this blank. E.g.: Unit 52, Level 1	Optional	Blank
Street Address2	This is the second line of the street address. This is generally the actually address. E.g.: 1 Smith Road	Optional	Blank
City	This is the city. You can click on the zoom  which will allow you to select a city, state, or zip code from the Australia Post listings. Once you have selected a city then the City, State, Postcode will populate into the main screen	Optional	Blank

Field Name	Description	Validation	Default
State	This is the state. You can click on the zoom  which will allow you to select a city, state, or zip code from the Australia Post listings. Once you have selected a state then the City, State, Postcode will populate into the main screen	Optional	Blank
Postcode	This is the postcode. You can click on the zoom  which will allow you to select a city, state, or zip code from the Australia Post listings. Once you have selected a postcode then the City, State, Postcode will populate into the main screen	Optional	Blank
Country	This is the Country of the Street Address	Optional	Blank
Billing Address 1	If you leave this blank the Street Address will populate automatically. This is the first line of the billing address. Generally this is used for Unit, or Level information. If there is no level or unit then leave this blank. E.g.: Unit 52, Level 1	Optional	Blank
Billing Address2	If you leave this blank the Street Address will populate automatically. This is the second line of the billing address. This is generally the actual address. E.g.: 1 Smith Road	Optional	Blank
City	This is the city. You can click on the zoom  which will allow you to select a city, state, or zip code from the Australia Post listings. Once you have selected a city then the City, State, Postcode will populate into the main screen	Optional	Blank
State	This is the state. You can click on the zoom  which will allow you to select a city, state, or zip code from the Australia Post listings. Once you have selected a state then the City, State, Postcode will populate into the main screen	Optional	Blank
Postcode	This is the postcode. You can click on the zoom  which will allow you to select a city, state, or zip code from the Australia Post listings. Once you have selected a postcode then the City, State, Postcode will populate into the main screen	Optional	Blank
Country	This is the Country of the Billing Address	Optional	Blank
Email	This is the primary email of the entity	Optional	Blank
Website	This is the website of the entity	Optional	Blank


Field Name	Description	Validation	Default
Company Type	<p>This is the type of entity. You can select multiple types for the one entity.</p> <p>Once you select each company type, the associated tab will appear (where applicable) for you to enter the related information. See below:</p> <div data-bbox="553 544 940 1337"> <p>Company Type</p> <p>Debtor <input type="button" value="Yes"/></p> <p>Creditor <input type="button" value="Yes"/></p> <p>Importer <input type="button" value="Yes"/></p> <p>Agent <input type="button" value="Yes"/></p> <p>Forwarder <input type="button" value="Yes"/></p> <p>Ship Co <input type="button" value="Yes"/></p> <p>Carrier <input type="button" value="Yes"/></p> <p>Exporter <input type="button" value="Yes"/></p> <p>Broker <input type="button" value="Yes"/></p> <p>Depot <input type="button" value="Yes"/></p> <p>Terminal <input type="button" value="Yes"/></p> <p>Bond W/H <input type="button" value="Yes"/></p> <p>Overseas? <input type="button" value="Yes"/></p> </div> <div data-bbox="392 1400 1133 1422"> <p>General Debtor Creditor Importer Customs Security Forwarder Carrier Depot Terminal Bonded Warehouse Shipping Line Configuration</p> </div>	Optional	Blank
Own Company	This describes if this is your company. This is used for billing purposes in the Job Registration process. In the Import Registration screens in the Broker Code and Forwarder Code field, if these are set to your company then the system will allow you to prepare the related charges (Customs, Forwarding, or Both). This is also used in Jobs Reporting, splitting Customs and Forwarding Shipments	Optional	No
Branch	This relates to which branch the Own Company code relates to. This is used for pre-populating the Forwarder Code in the Import Job Registration from the Consol Screen based off the user's Branch. It links their branch with Own Company="Y" and the matching branch.	Conditional	No
Overseas	This refers to whether the entity is an overseas based company	Optional	No

Field Name	Description	Validation	Default
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Debtor




Sales Person

This is the sales person that was responsible for the sales account. Users can click on the  zoom button search on the Users Master file. This is found in **Main Menu – Administration – Company Details Menu – Users Masterfile**. The information in this field will automatically populate the Sales Person for new Import and Export jobs.

Optional

Blank

Responsible Person

This is the person who is responsible for the account. Generally this person ensures that money is paid by the debtor. Users can click on the  zoom button search on the Users Master file. This is found in **Main Menu – Administration – Company Details Menu – Users Masterfile**.

Optional

Blank

Responsible Office

This is the Branch that is responsible for the Debtor. This field is a dropdown of all Branches set in the Branch Masterfile. This is used in the Debtors ATB Reporting for debt retrieval.

Mandatory

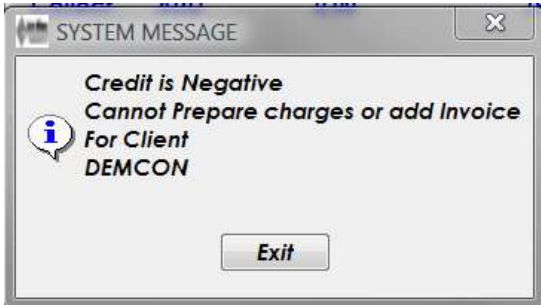
Blank



Last Pay Date



This is the date in which the customer last paid their invoice. This is a no entry field


N/A

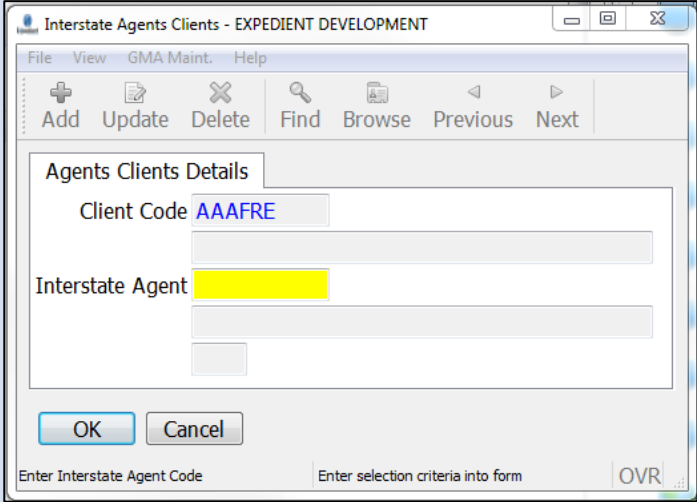
General Ledger


Field Name	Description	Validation	Default
On Acct Amount\$	This is the amount of money in which the debtor has on account.	N/A	General Ledger
Total Owed	This is the amount of money in which the debtor owes	N/A	General Ledger
Agreed Terms	If you have agreed terms with the customer then set this to Yes	Optional	Blank
Credit Check Date	This is the date in which the last credit check date was performed	Optional	Blank
Account Control	<p>This is used to prohibit users from invoicing this client if the Accounting Module is used in Expedient. To prohibit invoicing, enter -1 in this field, or leave blank to allow invoicing.</p> <p>If this is set to -1 then the following message appears when attempting to invoice this client:</p>  <p>The amount in this field is the allowable amount that the customer is to owe. When users are invoicing a customer the system checks the current on account amount plus what the current invoice amount and compares this with the Account Control field.</p>	Optional	-1
Exchange Variance	This is used when billing the customer in local currency but you have Foreign Currency charges. The exchange variance adds a percentage to the foreign cost amount and adds this to the invoice. This is used in the Charges Screen within the Job Registration screen	Optional	Blank

Field Name	Description	Validation	Default
Payment Terms: Disbursement	<p>This is the number of days you want the customer to pay the disbursement charges. The invoice due date will be reflected by the number of days you enter in to this field</p> <p> Please note: This is used in conjunction with the Invoice Due Date field. If the Invoice Due Date is set to "Invoice Date" then the Disbursement Invoice Due Date calculation is: Invoice Date + Disbursement Days. Alternatively if the Invoice Due Date is set to "End of Month" then the Disbursement Invoice Due Date calculation is: End of Month of Invoice Date ie: 31/08/10 + Disbursement Days.</p>	Optional	0
Payment Terms: Final	<p>This is the number of days you want the customer to pay the final charges. The invoice due date will be reflected by the number of days you enter in to this field</p> <p> Please note: This is used in conjunction with the Invoice Due Date field. If the Invoice Due Date is set to "Invoice Date" then the Final Invoice Due Date calculation is: Invoice Date + Final Days. Alternatively if the Invoice Due Date is set to "End of Month" then the Final Invoice Due Date calculation is: End of Month of Invoice Date i.e.: 31/08/10 + Final Days.</p>	Optional	0

Field Name	Description	Validation	Default
Invoice Due Date	<p>This is when you want the invoice due date to be calculated from. This is used in conjunction with the Disbursement and Final Days.</p> <p>You can select from “Invoice Date” or “End of the Month”.</p> <p>E.g. Invoice Date: If you raise an invoice today then the invoice due date will be calculated based off today’s date + the number of days in the Payment Terms (disbursement or final)</p> <p>End Of the Month: If you raise an invoice on the 15th of August then the invoice due date will be calculated based off the last day of August 31st, + the number of days in the Payment Terms (disbursement or final)</p> <p> Please Note: If either the Disbursement or Final Terms = 0 then Expedient will ignore the End of Month Setting and set the Invoice Due Date to be the same as the Invoice Creation Date.</p> <p> Please Note: if this field is blank then the Invoice Due Date will default to the Invoice Date</p>	Optional	Blank
Print Invoice Attachment?	<p>This allows users to print an invoice attachment when there are more than 9 containers and 9 orders on the shipment. If a shipment has less than 9 containers or orders then the invoice attachment will not print. If the shipment has more than 9 containers or orders and the invoice attachment is set to No then the invoice will display the first 9 containers/orders with the word more... after the last container/order</p>	Optional	Blank
Send EDI Invoice?	<p>This indicates whether the Debtors can receive invoices by EDI. If set to Yes the Send EDI Invoice toolbar button is available in the Debtor Invoice screen. A file can be generated containing the invoice data which can be uploaded into the Debtors system.</p>	Optional	Blank
Charges Print Order	<p>This orders the way the charges print on the invoice. Users have the choice of</p> <ul style="list-style-type: none"> • Alpha Code, • General Ledger Code, • Screen Order. <p>Screen Order will print the invoice lines as they appear on the screen.</p>	Optional	Blank

Field Name	Description	Validation	Default						
Import Invoice Show FXC Amount	This is used when invoicing in local currency but you wish to display the Foreign Currency and Amount against each line item. This is only displayed when the foreign amount is entered at the time of entering the charges in either the charges or invoice screen.	Optional	Blank						
Export Invoice Show FXC Amount	This is used when invoicing in local currency but you wish to display the Foreign Currency and Amount against each line item. This is only displayed when the foreign amount is entered at the time of entering the charges in either the charges or invoice screen.	Optional	Blank						
Print Terms On Invoice	Setting this to yes will print the Number of Days Terms on the Original and Copy Invoices based on the Invoice Type (Disbursement / Final). If terms are 0 then the invoice will print COD. See below for example: <div><div>Terms: 3 days</div><table><tr><td>Total Excluding GST</td><td>\$ 5800.00</td></tr><tr><td>GST</td><td>\$ 560.00</td></tr><tr><td>Total Including GST</td><td>\$ 6360.00</td></tr></table></div>	Total Excluding GST	\$ 5800.00	GST	\$ 560.00	Total Including GST	\$ 6360.00	Optional	Blank
Total Excluding GST	\$ 5800.00								
GST	\$ 560.00								
Total Including GST	\$ 6360.00								
Print Imp/Exp Customs Number	Set this flag to yes to print the Customs Entry Number for Imports, or the EDN number for Exports on invoices. If there are multiple Customs Entry Numbers for a job the first number will print on the invoice. Where the first number has been withdrawn the next available Customs Entry Number.	Mandatory	Blank						
Export All-In Charges (non GST)	This indicates whether the individual charge lines are to be made inclusive in a single account code on the printed invoice. Select a charge code using the  zoom button. If a GST charge is included on the invoice the charges will not be rolled up. This feature will only apply to Export invoices.	Optional Flag. Account Code Mandatory if All-In flag is Yes	No						

Field Name	Description	Validation	Default
Interstate Agent	<p>This is a Y/N Flag. If this Debtor is acting as an agent for their customers to perform the Customs Clearance. This then allows users to add this debtors' customers via Options/Interstate Agents Clients</p> 	Optional	Blank
Receive Statements by	Select how this debtor receives statements	Mandatory	Print
Include Debtor in Batch sent Statements?	Select if this debtor will receive a statement by email during a batch send process. If the debtor has as least one Personnel with an email address that receives the Document Distribution Group Customer Statement or All Documents the client will be included in the batch send process. This option will only appear if your site has the Batch Send functionality	Mandatory	No
Invoice Comment	This is a single line of comment which will display on the printed invoice	Optional	Blank
Client Special Note	This is a single line of comment which will not display on the printed invoice	Optional	Blank

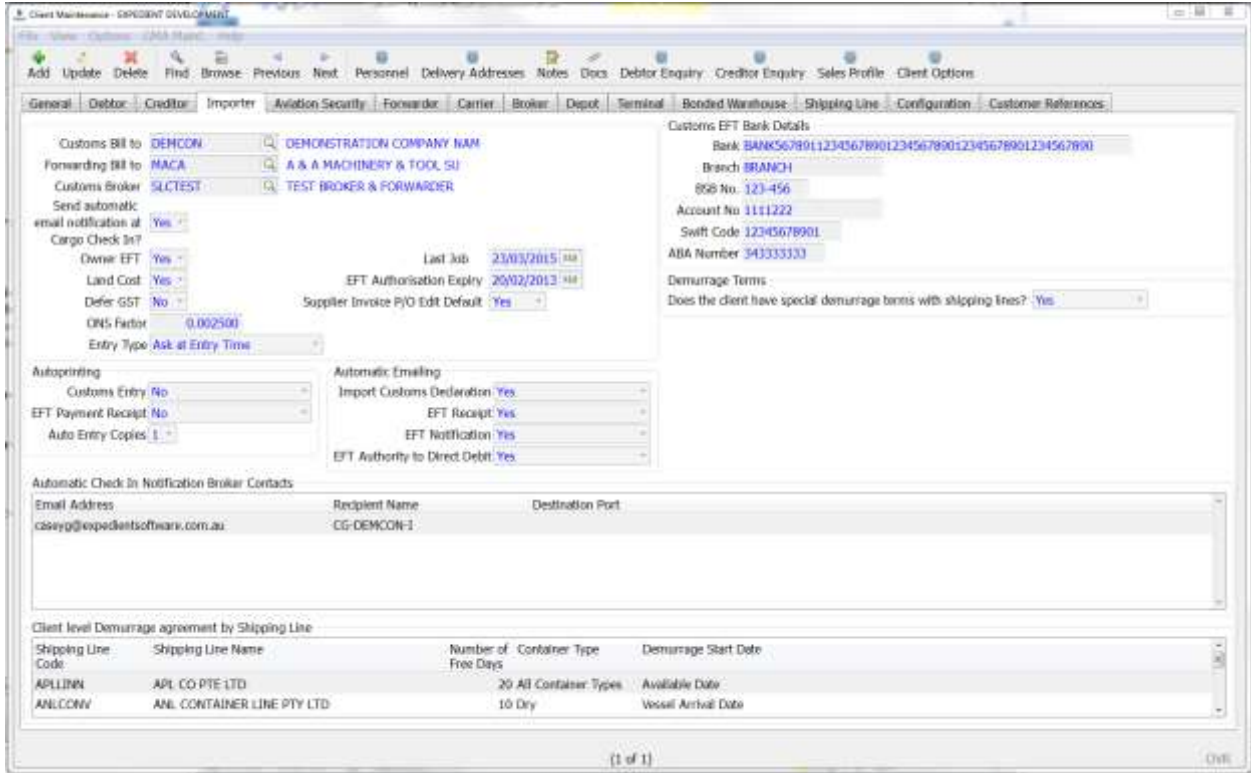
Field Name	Description	Validation	Default
Creditor			
			
Payee	This is the name of the company in which you are paying. This appears on the bank statement.	Optional	Blank
Instruction	This is a free type field for any payment instructions	Optional	Blank
Account Reference	This is your company's account reference at the Creditor. This reference will be included on all remittances to this Creditor	Optional	Blank
Creditor Terms	This is the number of days in which you have to pay the Creditor. The number of days will automatically display in the Creditors Invoice Screen based of this value	Optional	Blank
Account Number	This is not used	Optional	Blank
EFT Creditor	This displays how the Creditor is paid	Optional	Blank
Credit Card GL	This is not used	Optional	Blank
On Acct Amount	This is the amount that you have out of balance. For example an amount you have overpaid	Optional	Blank
Account Balance	This is the amount that you owe the Creditor	Optional	Blank

Field Name	Description	Validation	Default
Last Payment Date	<p>This date is automatically updated with the date the last Creditor Payment was made.</p> <p>This date is updated when the following Creditor posting options are run:</p> <ul style="list-style-type: none"> • Post Creditor EFT Bank File • Post Creditor Payments <p>Read Only field.</p>	Optional	Blank
Creditor Bank Details			
Bank	This is the name of the Creditor's bank	Optional	Blank
Branch	This is the name of the Creditor's bank branch	Optional	Blank
BSB No	This is the BSB number for the Creditor's bank	Optional	Blank
Account No	This is the Creditor's bank account number	Optional	Blank
SWIFT Code	This is the international SWIFT code for the Creditor's bank	Optional	Blank
ABA Number	This is the Australian Bank Association's reference for the Creditor's bank	Optional	Blank
Beneficiary Bank Details			
Beneficiary	This is the name of the Creditor's Beneficiary	Optional	Blank
Address Line 1	This is the first address line for the Creditor's Beneficiary	Optional	Blank
Address Line 2	This is the second address line for the Creditor's Beneficiary	Optional	Blank
City	This is the city for the Creditor's Beneficiary	Optional	Blank
State	This is the state for the Creditor's Beneficiary	Optional	Blank
Zip	This is the post code for the Creditor's Beneficiary	Optional	Blank
Country	This is the country for the Creditor's Beneficiary	Optional	Blank
Receive Creditor Invoice EDI?	This indicates whether the Creditor will send their invoices by EDI	Mandatory	No
Approved Creditor This function outlines the Signed Agreement details between you and the Creditor.			

Field Name	Description	Validation	Default
Service	This is the Service that the Creditor Supplies. The Zoom function will list these Services.	Optional	Blank
Approval Status	This is the Agreement Status for the Creditor. The Zoom function will list the different Status'.	Optional	Blank
Valid To	This information is retrieved from the <i>Expiry Date</i> column in the Client Document Register, if Document Type = AS [Approved Sub-Contractor Agreement]. Read Only field.	Conditional	Client Document Register
Active	This information is retrieved from the <i>Active</i> column in the Client Document Register, that is associated with the above <i>Valid To</i> Date, if Document Type = AS [Approved Sub-Contractor Agreement].	Conditional	Client Document Register
EDI Creditors Invoices This section of the Customer Masterfile will appear if the Creditor Invoice EDI module is active. Please refer to the Creditors User Manual for more details			
File Format	This indicates what format the Invoice data will be received in This field is followed by the email address the Creditor should send the email with the Invoice file to.	Mandatory	Blank
Creditor's Identifying Reference	This is the reference contained in the Invoice EDI that identifies which Creditor sent the invoice	Mandatory	Blank
Invoice GST	This indicates whether GST is applicable to the invoice	Mandatory	Blank
Consolidate lines with the same Cost Code per Job/Consol number?	This indicates whether lines of the same cost code in the invoice will be consolidated on upload	Mandatory	No
Applied Exchange Rate	This is the date the exchange rate will be applied	Mandatory	Date of Invoice

Field Name	Description	Validation	Default
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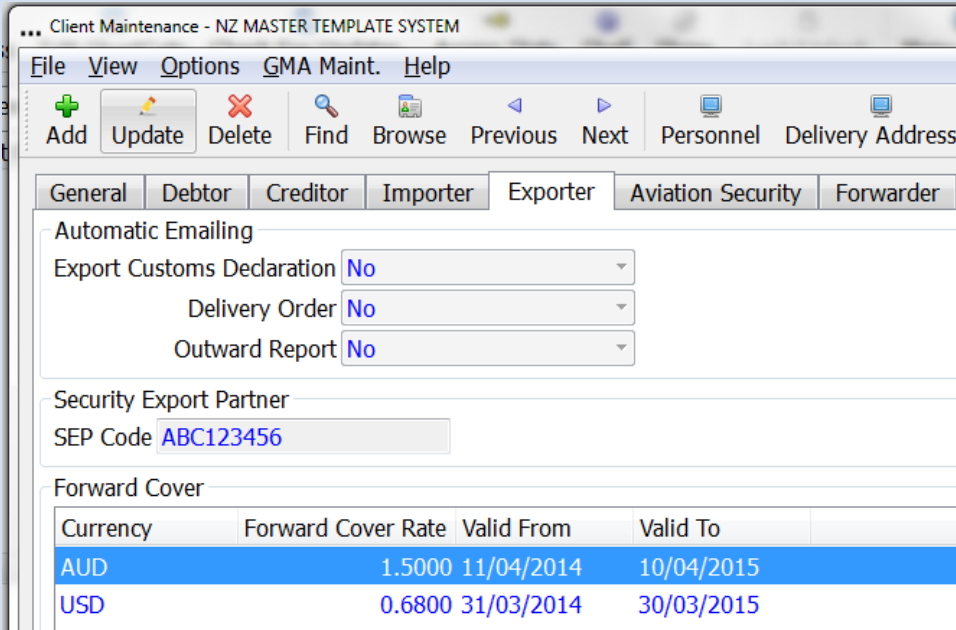
Importer



Customs Bill To	Enter the Customs Code of who will be billed in the Customs Job	Optional	Blank
Forwarding Bill To	Enter the Forwarder Code of who will be billed in the Forwarding Job	Optional	Blank
Customs Broker	Enter the Broker Code of who the Customs Broker is that handles the client	Optional	Blank
Send automatic email notification at Cargo Check In	If your site has the Air Cargo Forwarding and/or the Sea Cargo Forwarding module you will see this flag to show if the default Broker receive Cargo Availability notifications automatically on check in	N/A	From the Broker Customer Masterfile
Owner EFT	Is the Customer on Owner EFT when paying for Customs Duty	Optional	No
Last Job	This is the date of the last job associated with this Importer	N/A	System Generated
Local EFT	Is the Customer on Local EFT when paying for Customs Duty	Optional	No
EFT Authorisation Expiry	This is the date the client has set the EFT payments to expire to AU Customs. This field appears if the site is in Australia, the Customs Module is active and the Owner EFT is set to Yes	Optional	Blank

Field Name	Description	Validation	Default
Supplier Invoice P/O Edit Default	This sets the P/O Edit button to default On when a Supplier Invoice or Pre-Job Supplier Invoice is added or updated for this client. This should indicate to the User that the client wants Purchase Order information added to Supplier Invoice lines	Optional	No
Land Cost	Does the Customer Require a Landed Costing	Optional	No
Auto Entry Copies	This determines the number of copies auto-printed of the Nature10/20/30 documents. Select from 1 to 9.	Optional	1
Defer GST	Does the Customer wish to Defer the GST on Duty	Optional	No
ONS Factor	Default Marine Insurance Factor – Used in the Nature10/20 Screen to calculate ONS	Optional	Blank
Entry Type	Select the type of entry set for this client	Mandatory	Ask at Entry Time
Autoprinting			
Customs Entry	This indicates whether the Customs Entry should automatically print when received from Customs	Mandatory	Yes
EFT Payment Receipt	This indicates whether the EFT Payment Receipt should automatically print when received from Customs	Mandatory	Yes
Auto Entry Copies	This indicates the number of copies automatically printed on receiving the Entry from Customs	Optional	Blank
Automatic Emailing			
Import Customs Declaration	This indicates if the Customs Declaration is automatically emailed to the client on receipt of the Entry from Customs. There must be at least one contact at the Client in the Document Distribution Group for the Customs Declaration	Optional	No
EFT Receipt (AU Only)	This indicates if the EFT Receipt is automatically emailed to the client on receipt of the Entry from Customs. There must be at least one contact at the Client in the Document Distribution Group for the EFT Receipt	Optional	No
EFT Notification	This flag determines if the Notification of Direct Debit is emailed automatically to Personnel at the Client with the Entry when Customs confirm successful Entry.	Mandatory	No
EFT Authority to Direct Debit	This flag determines if the Authority to Direct Debit is emailed automatically to Personnel at the Client with the Entry when Customs confirm successful Entry. This will be sent if the EFT Expiry Date has passed	Mandatory	No

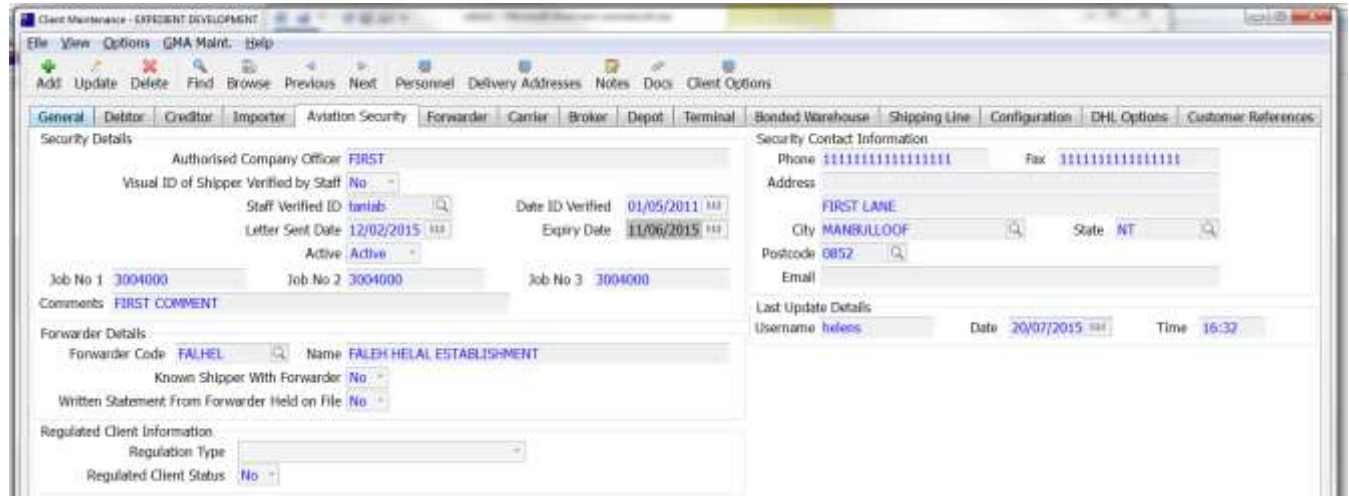
Field Name	Description	Validation	Default
Delivery Order (NZ Only)	This indicates if the Delivery Order is automatically emailed to the client on receipt of the Entry from Customs. There must be at least one contact at the Client in the Document Distribution Group for the Delivery Order	Optional	No
Customs EFT Bank Details			
Bank	The name of the Importer's Bank to make Customs EFT payments from	Optional	Blank
Branch	The name of the Importer's Bank Branch to make Customs EFT payments from	Optional	Blank
BSB No.	The name of the Importer's Bank BSB Number to make Customs EFT payments from	Optional	Blank
Account No.	The name of the Importer's Bank Account Number to make Customs EFT payments from	Optional	Blank
Swift Code	The name of the Importer's Bank Swift Code to make Customs EFT payments from	Optional	Blank
ABA Number	The name of the Importer's Bank ABA Number to make Customs EFT payments from	Optional	Blank
Automatic Check In Notification Broker Contacts			
Email Address	Add the email address for the Broker Contact who should receive the automated notification of Cargo Availability for this Importer. Click on  to view the contacts stored for the default Broker.	Optional	Blank
Recipient Name	Add the Broker contact name who will receive the notifications	Optional	Blank
Destination Port	Enter the destination port the Broker contact is associated or leave blank.	Optional	Blank
Demurrage Terms	This indicates whether the Importer has special agreed demurrage terms with a shipping line that take priority when calculating the Demurrage Start Date for imported containers. If the question is answered Yes the following Demurrage Table columns will appear	Mandatory	No
Shipping Line Code	This is the code for the Shipping Lines. Use the  zoom to select a Shipping Line. The full name of the Shipping Line will be shown in the next column	Mandatory	Blank
Number of Free Days	This is the number of free days the client has agreed with the Shipping Line	Mandatory	Blank
Container Type	Select from the pull down list the types of container the Shipping Line has granted special demurrage terms for.	Mandatory	Blank

Field Name	Description	Validation	Default
Demurrage Start Date	This the is the date the Shipping Line counts the number of free days from	Mandatory	Available Date
<p align="center">Exporter (NZ Only)</p> 			
Automatic Emailing	Select whether the listed Export Customs documents are automatically forwarded to the appropriate contacts at the Exporter	Optional	No
SEP Code	Enter the Security Export Partner Code. This will be used to automatically add the SEP code to the Header Codes in an Export Entry for this Exporter	Optional	Blank
Currency	Enter the currency the Exporter has forward cover for	Optional	Blank
Forward Cover Rate	The exchange rate provided for the forward cover	Mandatory if a currency is selected	Blank
Valid From	Enter the date the forward cover is applicable from	Mandatory if a currency is selected	Blank
Valid To	Enter the date the forward cover is applicable to	Mandatory if a currency is selected	Blank

Field Name	Description	Validation	Default
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Aviation Security

To become a regulated Client for Export Air Freight, a RACA Undertaking Form is sent to the client to be completed and shipments are sited at the Shipper's premises before the cargo can be exported. Report on these details using the [Aviation Security Report](#)



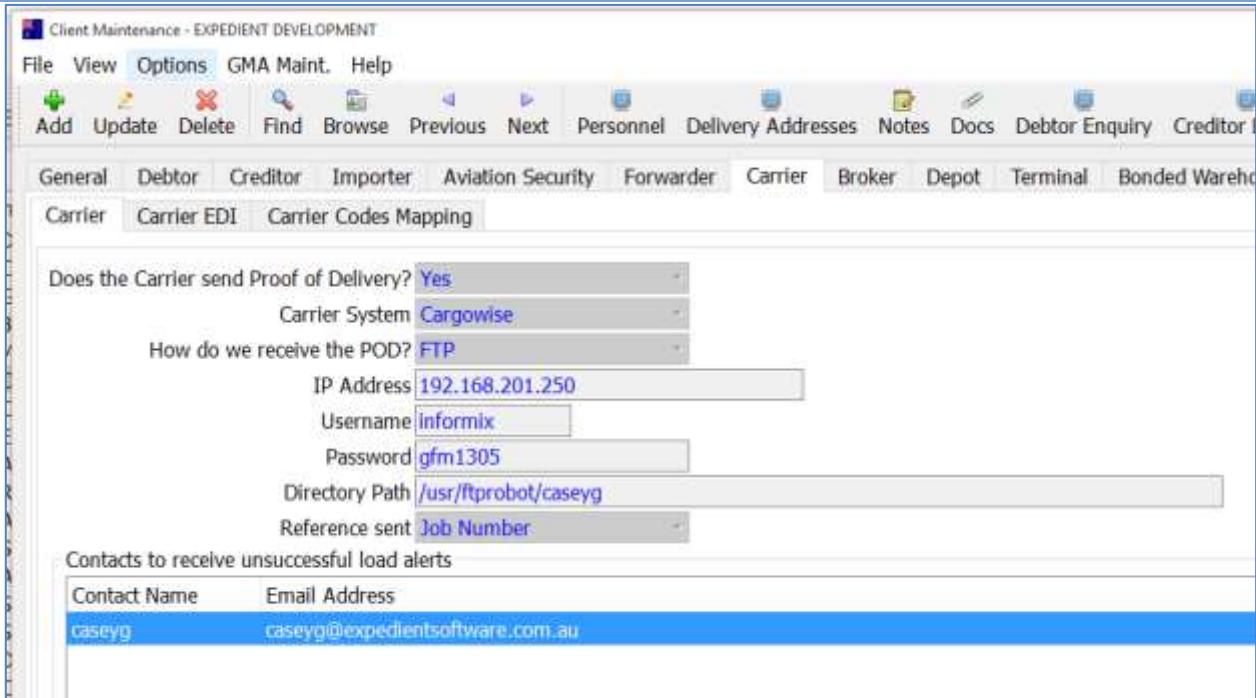
Authorised Company Officer	Who is the person responsible for the Export Air Site	Optional	Blank
Visual ID of Shipper Verified by Staff	Did the Customer/Staff visit the Shipper's premises and site the shipment before exporting.	Optional	Blank
Staff Visited ID	The Username of the Staff who visited the Shipper's premises and sited the shipments.	Optional	Blank
Date ID Verified	The Date the Site was visited and Shipment sited before exporting.	Optional	Blank
Letter Sent Date	What Date was the RACA Undertaking Form sent.	Optional	Blank
Expiry Date	What date does the Aviation Security clearance Expire? This field is automatically populated under 2 conditions: <ul style="list-style-type: none"> 2 years from the Letter Sent Date 5 years from the Date ID Verified This date can be used to automatically set the Regulated Client Status to 'No' when the Expiry Date has passed.	Optional	Blank
Active	Is the Customer Active with Export Air Security?	Optional	Blank
Job No 1	This field is used under the following conditions: <ul style="list-style-type: none"> Held Shipments First Shipments Sited Shipments 	Optional	Blank

Field Name	Description	Validation	Default
Job No 2	This field is used under the following conditions: <ul style="list-style-type: none"> • Held Shipments • First Shipments • Sited Shipments 	Optional	Blank
Job No 3	This field is used under the following conditions: <ul style="list-style-type: none"> • Held Shipments • First Shipments • Sited Shipments 	Optional	Blank
Comments	Any comments added that relate to the Job No 1, 2 and 3 fields.	Optional	Blank
Forwarder Code	Who is the regular forwarder and associated Name.	Optional	Blank
Known Shipper with Forwarder	Does the Forwarder know the Shipper.	Optional	Blank
Written Statement from Forwarder Held on File	Does the Forwarder have a document ensuring aviation security is cleared?	Optional	Blank
Regulation Type	Select how the Export was given Regulated Status from the pull down list	Optional	Blank
Regulated Client Status	The Aviation Security process has been completed and the Shipper is Security Cleared. This flag can be automatically set to No when the Expiry Date passes	Optional	Blank
Security Contact Information	Contact details of the Shipper.	Optional	Blank
Last Update Details	The Username, Date and Time fields are amended when any field on the Aviation Security Tab is updated.	Read-Only fields	
<div> <div> Forwarder </div> <div> <div>General</div> <div>Debtor</div> <div>Creditor</div> <div>Importer</div> <div>Forwarder</div> <div>Bank Detail</div> </div> <div> <div>Master Agent <input type="text"/></div> <div>Usual Unpack Depot <input type="text"/></div> <div>Forwarder Note <input type="text"/></div> <div>Air Cargo EstID <input type="text"/></div> <div>Preferred Agent <input type="text"/></div> </div> </div>			
Master Agent	Enter the Master Agent of the Forwarder	Optional	Blank

Field Name	Description	Validation	Default
Usual Unpack Depot	This is the name of the depot in which this forwarder usually uses	Optional	Blank
Forwarder Note	Any notes that are useful for this forwarder	Optional	Blank
Air Cargo EstID		Optional	Blank
Preferred Agent	This describes whether this Forwarder is used for Air, Sea or both	Optional	Blank

Carrier

This tab is only visible when the customer is identified as a Carrier in the General Tab. This tab can only be edited by a Super User





Does the Carrier send Proof of Delivery	Expedient will process files received from the Carrier if this is set to Yes	Mandatory	No
Carrier System	Select the system the Carrier will send the PODs from	Mandatory if the Carrier sends POD	Blank
How do we receive the POD?	Select from the pull down list how Expedient receives the files	Mandatory if the Carrier sends POD	Blank

Field Name	Description	Validation	Default
IP Address	Enter the details for FTP interface	Mandatory if the interface is FTP	Blank
Username	Enter the details for FTP interface	Mandatory if the interface is FTP	Blank
Password	Enter the details for FTP interface	Mandatory if the interface is FTP	Blank
Directory Path	Enter the details for FTP and Write to File Server interface	Mandatory if the Carrier sends POD	Blank
Reference sent	Select the type of reference the Carrier uses in the file name to identify the job in Expedient	Mandatory if the Carrier sends POD	Job Number
Contact to receive unsuccessful load alerts	<p>Enter at least one contact at your Expedient site to receive an alert by email if the Carrier sends a file that cannot be assigned to an Expedient Import Job.</p> <p>Email Example: <i>'The attached Proof of Delivery file from CARRIERTEST1, 1234567890 could not be loaded in Expedient as the Job Number 20637970 could not be matched to an Import Job. Please confirm the Job Number with the Carrier and ask them to resend the file.'</i></p> <p>The email has the original file attached for reference.</p>	Mandatory if the Carrier sends POD	Blank

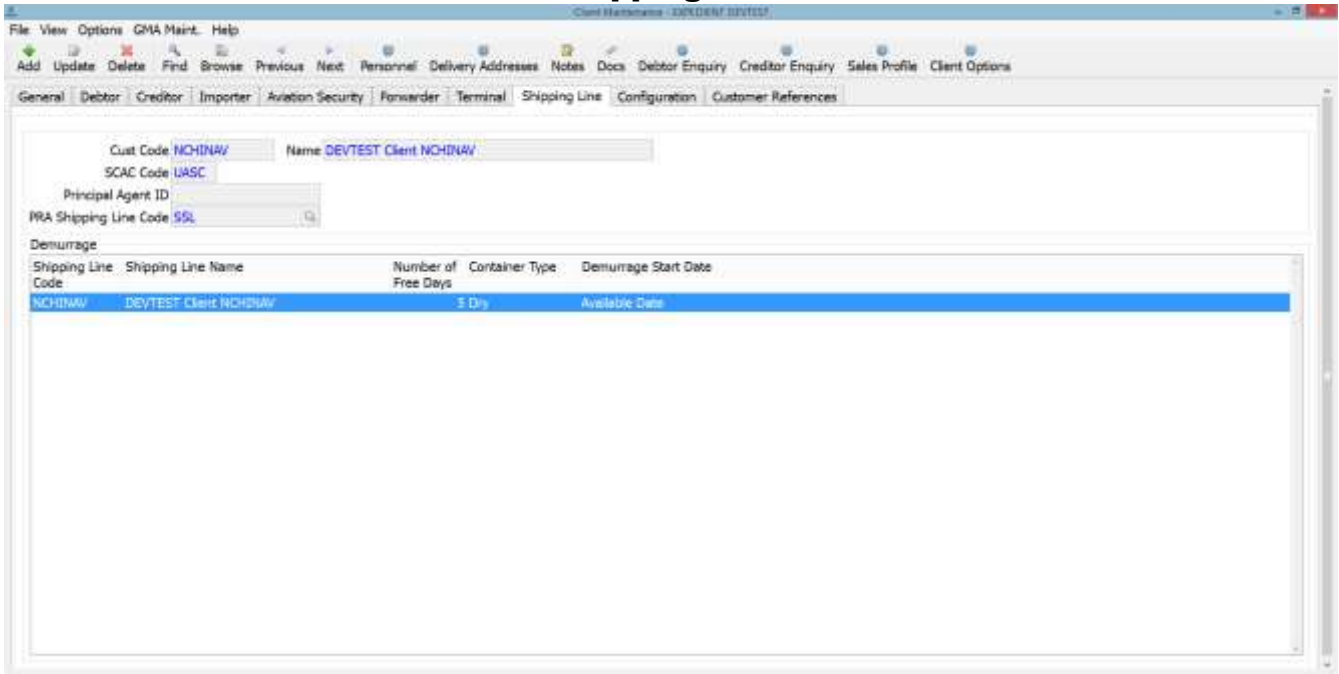
Field Name	Description	Validation	Default																														
<div>Carrier EDI</div> <div>This tab is only visible when the Carrier EDI Module is active and the customer is identified as a Carrier in the General Tab. This tab can only be edited by a Super User</div>																																	
<div><div><div>Sending Data to Carrier Details</div><table><tr><th>Carrier Account Reference</th><th>Carrier Company Reference</th><th>Carrier Branch Reference</th><th>Port Code</th><th>Port Name</th></tr><tr><td>A</td><td>1</td><td>1</td><td>AUAAB</td><td>ARRABURY</td></tr><tr><td>A1</td><td>1</td><td>1</td><td>AUABH</td><td>ALPHA</td></tr><tr><td>A2</td><td>1</td><td>1</td><td>AUADL</td><td>ADELAIDE</td></tr><tr><td>A3</td><td>1</td><td>1</td><td>AUMEL</td><td>MELBOURNE</td></tr><tr><td>A4</td><td>1</td><td>1</td><td>AUPER</td><td>PERTH</td></tr></table></div><div><div>Carrier accepts EDI Bookings? Yes</div><div>Carrier System DIRECTCOURIERS</div><div>How do we send the data? Email</div><div>Carrier email address taniab@expedientsoftware.com.au</div><div>Receiving Carrier Updates</div><div>How do we receive the carrier's update file? Email</div><div>Email Address</div></div></div>				Carrier Account Reference	Carrier Company Reference	Carrier Branch Reference	Port Code	Port Name	A	1	1	AUAAB	ARRABURY	A1	1	1	AUABH	ALPHA	A2	1	1	AUADL	ADELAIDE	A3	1	1	AUMEL	MELBOURNE	A4	1	1	AUPER	PERTH
Carrier Account Reference	Carrier Company Reference	Carrier Branch Reference	Port Code	Port Name																													
A	1	1	AUAAB	ARRABURY																													
A1	1	1	AUABH	ALPHA																													
A2	1	1	AUADL	ADELAIDE																													
A3	1	1	AUMEL	MELBOURNE																													
A4	1	1	AUPER	PERTH																													
Carrier Account Reference	This is the account number you have with your carrier. This helps the carrier to identify which client the transport requests have come from	Mandatory	Blank																														
Carrier Company Reference	This is an additional reference to the account you have with your carrier. This helps the carrier to identify which client the transport requests have come from. If this is unknown please repeat the Carrier Account Reference.	Mandatory	Blank																														
Carrier Branch Reference	This is an additional reference to the account you have with your carrier. This helps the carrier to identify which client the transport requests have come from. If this is unknown please repeat the Carrier Account Reference.	Mandatory	Blank																														
Port Code	This is the ISO Port Code you associate with the carrier, e.g. Enter AUSYD if your carrier is deals with all the imports into Sydney. The full port name will be displayed. Please note you cannot enter the Port Code more than once in this table.	Mandatory	Blank																														
Carrier accepts EDI Bookings?	This indicates that the Carrier will accept EDI transports requests from you.	Mandatory	Blank																														
Carrier System	This indicates the IT system the Carrier uses to accept EDI transport requests. Select from the down down list. If you do not see your required carrier system please contact Expedient Software support.	Mandatory	Blank																														
How do we send the data?	This indicates how you send the EDI files to the Carrier. Select an option from the pull down list.	Mandatory	Blank																														

Field Name	Description	Validation	Default
How do we send the data?	This indicates how you send the EDI files to the Carrier. Select an option from the pull down list. Depending on the method used different fields will appear requiring entry.	Mandatory	Blank
Carrier Email Address	Enter the Carrier email address to send EDI transport instructions to the Carrier by Email	Conditional on Send Data selection	Blank
IP Address	Enter the IP address to send EDI transport instructions by FTP to the Carrier	Conditional on Send Data selection	Blank
User Name	Enter the username to send EDI transport instructions by FTP to the Carrier	Conditional on Send Data selection	Blank
Password	Enter the password to send EDI transport instructions by FTP to the Carrier	Conditional on Send Data selection	Blank
Directory Path	Enter the Directory Path to send EDI transport instructions by FTP or by 'Write File to Server' to the Carrier	Conditional on Send Data selection	Blank
How to we receive the carrier's update file?	This indicates how you receive the carrier's updates to your transport request.	Optional	Blank
Email Address	Enter the email address to receiving EDI transport updates from the Carrier by Email. The email address will be set by Expedient Software	Conditional on Receive Data selection.	Blank
IP Address	Enter the IP address to receive EDI transport updates by FTP from the Carrier	Conditional on Receive Data selection	Blank

Field Name	Description	Validation	Default
User Name	Enter the username to receive EDI transport instructions by FTP from the Carrier	Conditional on Receive Data selection	Blank
Password	Enter the password to receive EDI transport instructions by FTP from the Carrier	Conditional on Receive Data selection	Blank
Directory Path	Enter the Directory Path to receive EDI transport instructions by FTP or by 'Write File to Server' from the Carrier	Conditional on Receive Data selection	Blank
Broker 			
Send automatic email notification at Cargo Check In	Select whether this Broker should receive automatic notifications when Air Cargo or LCL Cargo is checked in.	Mandatory	No
Email Address	Add the email address for the Broker Contact who should receive the automated notification of Cargo Availability for this Importer. Click on  to view the contacts stored for the default Broker. There must be at least one contact if the Broker receives automatic notices	Optional	Blank
Recipient Name	Add the Broker contact name who will receive the notifications	Optional	Blank
Destination Port	Enter the destination port the Broker contact is associated or leave blank.	Optional	Blank

Field Name	Description	Validation	Default
<div> <div>Depot</div> <div> GeneralDebtorCreditorImporterAviation SecurityForwarderCarrierDepotTermin </div> <div> <div>Depot Information</div> <div> Operating HoursMON - FRI 0600 TO 2100, SAT - 0900 TO 1200 </div> <div> Depot Websitewww.depotsRUs.com.au </div> <div> Establishment ID1886B </div> </div> </div>			
Operating Hours	These are the open hours for the Depot. This will be printed on delivery dockets, LCL Cargo Availability notice, Delivery Orders and Arrival Notices	Optional	Blank
Depot Website	This is the website address for depot enquiries. This will be printed on delivery dockets, LCL Cargo Availability notice, Delivery Orders and Arrival Notices	Optional	On ADD default to General Tab website
Establishment ID	AU Only. Select the AU Customs Establishment ID that corresponds to the Depot	Optional	Blank
Transitional Facility	NZ ONLY This is the 6 digit code identifying the Automatic Transitional Facility. This code will auto-populate the AFT question in the Customs Entry screen and the eBACCA application.	Optional	Blank
<div> <div>Terminal</div> <div> GeneralDebtorCreditorImporterAviation SecurityForwarderCarrierDepotTerminal </div> <div> <div>Terminal Information</div> <div> Operating Hours24HRS, 7 DAYS A WEEK </div> <div> Terminal Websitewww.terminalenquiries.com.au </div> <div> Establishment ID1164K </div> <div> 1-Stop Terminal CodeDP WORLD, PORT BOTANY </div> </div> </div>			
Operating Hours	These are the open hours for the Terminal. This will be printed on import and export delivery dockets, Delivery Orders and Arrival Notices	Optional	Blank
Terminal Website	This is the website address for terminal enquiries. This will be printed on import and export delivery dockets, notice, Delivery Orders and Arrival Notices	Optional	On ADD default to General Tab website
Establishment ID	AU Only. Select the AU Customs Establishment ID that corresponds to the Terminal	Optional	Blank

Field Name	Description	Validation	Default
1-Stop Terminal Code	AU and 1-Stop sites Only. Select the 1-Stop Terminal name that corresponds to the Terminal. When vessel schedule updates are received from 1-Stop the Terminal information will be updated in the import and export consols and jobs.	Optional	Blank
<div> Bonded Warehouse </div> <div> <div> General Debtor Creditor Importer Aviation Security Forwarder Carrier Depot Terminal Bonded Warehouse </div> <div> <div>Bonded Warehouse Information</div> <div> Operating Hours MON-FRI 0600 TO 2100, SAT 0800 TO 1300 </div> <div> Warehouse Website www.warehouse.com.au </div> <div> Establishment ID 1399K </div> </div> </div>			
Operating Hours	These are the open hours for the Bonded Warehouse. This will be printed on import and export delivery dockets, Delivery Orders and Arrival Notices	Optional	Blank
Warehouse Website	This is the website address for Bonded Warehouse enquiries. This will be printed on import and export delivery dockets, notice, Delivery Orders and Arrival Notices	Optional	On ADD default to General Tab website
Establishment ID	AU Only. Select the AU Customs Establishment ID that corresponds to the Terminal	Optional	Blank

Field Name	Description	Validation	Default
<h3>Shipping Line</h3> 			
Cust Code	This is the customer the details are displayed for	N/A	System Generated
Name	This is the full name for the Customer	N/A	System Generated
SCAC Code	This is the four letter Standard Carrier Alpha Code which is mapped to the Customer. This can be used to recognise the Shipping Line when Jobs are imported from external sources	Optional	Blank
Principal Agent ID	This is the code used in Sea Cargo Reporting to identify the Shipping Company or Co-Loader.	Optional	Blank
PRA Shipping Line Code	This is the code that is submitted in the PRA. If this field is populated, then this code will be auto-populated when the PRA is created.	Optional	Blank
Demurrage Group			
Shipping Line Code	This is the client code for the Shipping Line	N/A	From the Customer Masterfile. No Update

Field Name	Description	Validation	Default
Shipping Line Name	This is the full name for the Shipping Line	N/A	System Generated . No update
Number of Free Days	This is the number of days the Shipping Company allows the client to keep the import container before detention charges are applied	Mandatory	Blank
Container Type	Select from the pull down menu which type on containers the number of free days is applied to.	Mandatory	Blank
Demurrage Start Date	Select from the pull down menu the date the Shipping Line uses to start the count of free days from	Mandatory	Available Date

Configuration

Configuring Pop up Notes

Expedient allows users to configure what type of notes to pop up at a customer level. The following pop up notes can be configured via the Customer Masterfile (Configuration Tab):

Import Job Registration:

- Delivery Notes – each time a user clicks on the Delivery Tab in Add/Update mode the Customer's Delivery Notes will pop up
- Job Registration Notes – each time a user adds/updates a Job, the Customer's Job Registration Notes will pop up
- Forwarding Supplier Notes – each time a user adds/updates a Job, the Customers' Suppliers Forwarding Notes will pop up
- Pre-Alert Reminder – each time a new job is created pop up a reminder to send the Pre-Alert Notification

Customs Pop Up

- Customs Notes – each time a user adds/updates a Job and Broker Code is the Own Company, the Customer's Customs Notes will pop up
- Customs Notes – each time a user selects Submit or Submit and Pay the Customer's Customs Notes will pop up
- Customs Supplier Notes – each time a user adds/updates a Job, the Customers' Suppliers Customs Notes will pop up
- ICS Notes - each time a user adds/updates a Job the Customer's ICS Notes will pop up

Export Air Consol Registration:

- Agent Notes – each time a user adds/updates a Consol, the Agent Notes will pop up if the Agent Code is entered

Export Air Job Registration:

- Job Registration Notes – each time a user adds/updates a Job, the Customer's Export Air Job Registration Notes will pop up
- Booking Confirmation Reminder – each time a new job is created pop up a reminder to send the Booking Confirmation

Export Sea Consol Registration:

- Export Sea Notes – each time a user adds/updates a Consol, the Export Sea Notes will pop up
- Agent Notes – each time a user adds/updates a Consol, the Agent Notes will pop up if the Agent Code is entered

Export Sea Job Registration:

- Job Registration Notes – each time a user adds/updates a Job, the Customer's Export Air Job Registration Notes will pop up
- Booking Confirmation Reminder – each time a new job is created pop up a reminder to send the Booking Confirmation

Accounting Module only:

- Prepare Charges – each time a user prepares charges, the Customer's Invoice Notes will pop up
- Create Invoice – each time a user creates a Job Invoice, the Customer's Invoice Notes will pop up

Order Tracking Module only:

- Import Order Tracking Registration – each time the user adds or updates an Order for the client the Order Notes will pop up.

Please note the pop ups will only appear if Notes have been entered and the Notes are configured to pop up.



Auto Import Delivery Date Update:


- Auto-update Import Delivery Date? – This is used when you're not performing the deliveries for the customer and don't have access to the actual delivery date. This will automatically populate the Import Job Registration Delivery Date Field.
- Auto – Update X Days after Clearance or ETA. This setting can auto-close Import jobs in the Web Portal. The text for this configuration setting is dependent on access to the Customs module. If you are using the Customs module you can set the number of days you want the delivery date to be auto-populated AFTER the Customs Clearance Date. If you do not use the Customs module you can set the number of days you want the delivery date to be auto-populated AFTER the vessel arrival date.

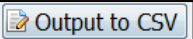
Job Milestones/Workflow:

This flags the client for import and export job tracking within the Enquiry Only function and the Workflow Customer Groups can be assigned to the client.


Browse

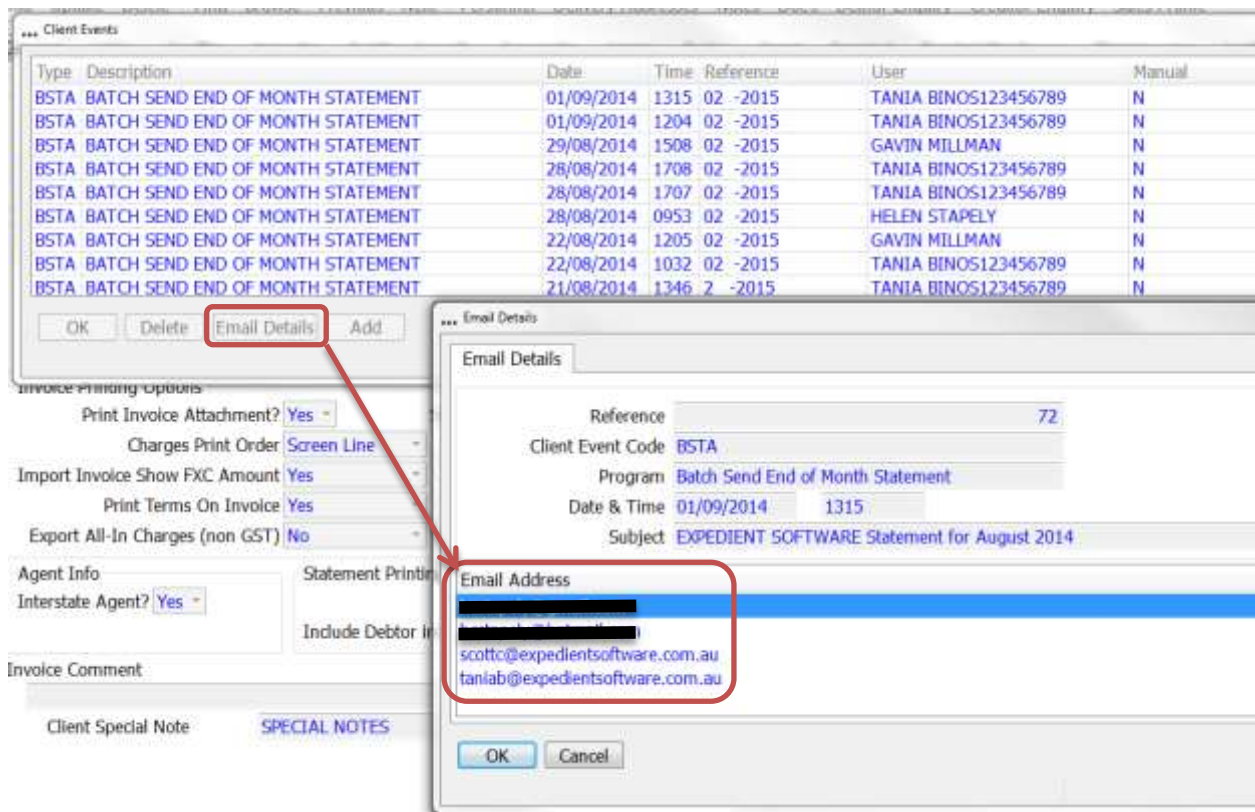
Use the  button to view a list of clients that fulfill your  criteria in the Customer Masterfile screen.

The  button provides an easy way to restrict the number of customers returned on your search and provides the facility to sort the records in the Browse screen. Move the sliding pointer to adjust the number of records you want to view in the Browse screen. Click on OK. You may get a warning message if you want to view a large number of records. You will now be able to sort the data by clicking on the column headings in the Browse window. One click on the column header sorts A to Z or numbers ascending. Two clicks on the column header sort Z to A or numbers descending.

You can download the sorted data to a .csv file which you can further manipulate in Excel. Click on  to download the .csv file.

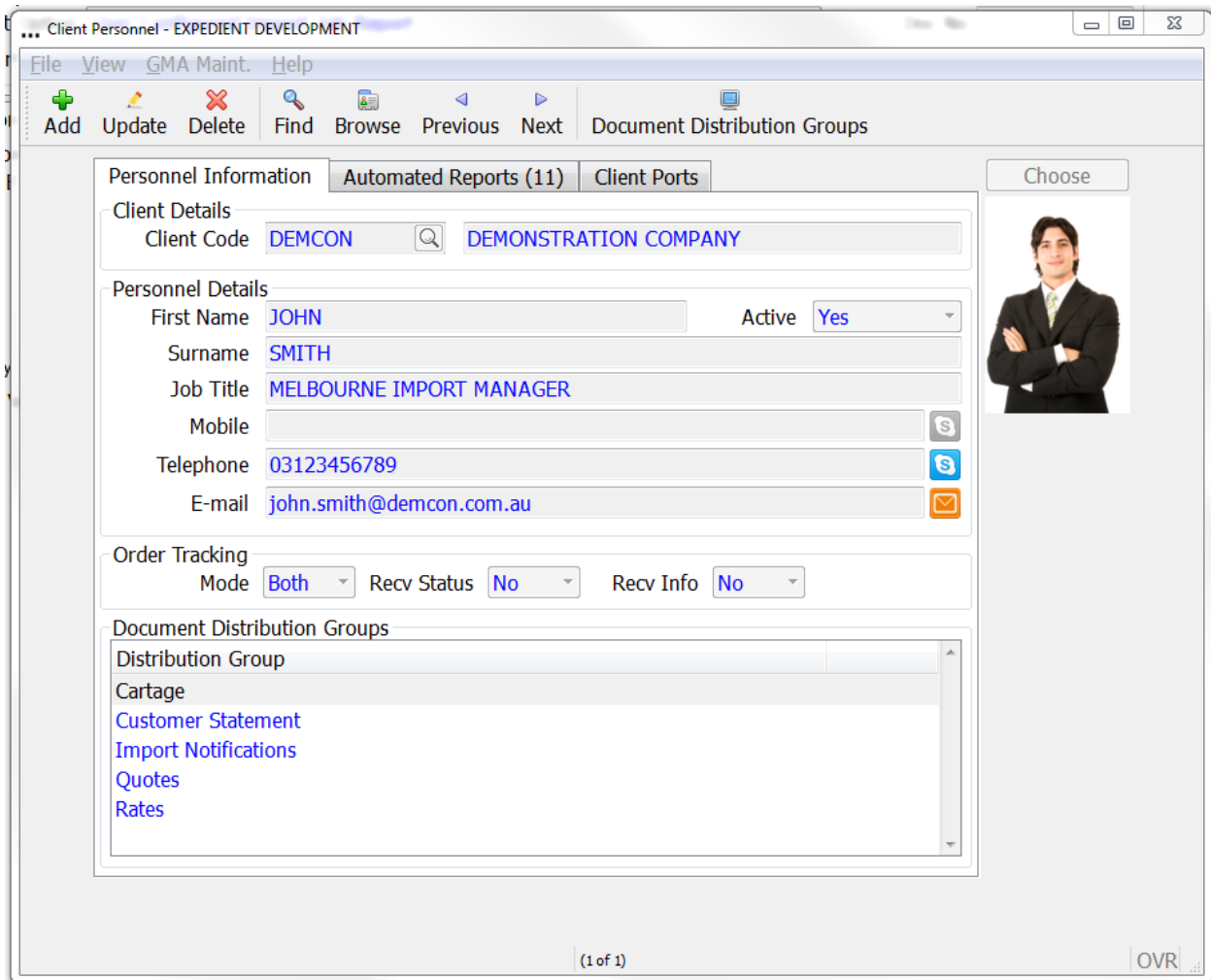
Client Events

Use this option to view client level events e.g. Batch Sent Statements. If the event was an email event use the  button to view the recipients




Personnel

From the Customer Masterfile, it is possible to add further contact information for employees of that company. This is used in lookups on various screens. Namely the Automatic Report Module. This screen is available from the toolbar button and from the Options Menu. This screen is also available directly from the Administration folder>Customer Personnel option.



Field Name	Description	Validation	Default
Client Code	This is the Customer Code, this information is brought across from the Customer Masterfile Screen	Mandatory	From Customer Masterfile
First Name	This is the First Name of the Contact Person	Optional	Blank
Active	This indicates that the person is an active contact	Mandatory	Yes
Surname	This is the Surname of the Contact Person	Optional	Blank
Job Title	This is the job title of the Contact Person	Optional	Blank

Field Name	Description	Validation	Default
Mobile	This is the Mobile Phone Number of the Contact Person	Optional	Blank
Telephone	This is the Phone Number of the Contact Person	Optional	Company telephone number
E-mail	This is the Email Address of the Contact Person	Optional	Blank
Order Tracking information – available only where the Order Tracking module is active and the Customer is set for Order Tracking – See the Order Tracking User Manual for more information			
Mode	This indicates whether the contact is useful for Air and/or Sea Job Types.	Mandatory	Both
Country	This displays which country the contact requires Order Tracking for. Use the  to select a Country code	Optional	Blank
Receive Status	This indicates whether the contact should be sent Order Tracking status updates by email	Mandatory	No
Receive Info	This indicates whether the contact should be sent Order Tracking Information by email	Mandatory	No
Auto Reports	This indicates whether this contact receives any Auto Reports. Each tab shows a different kind of automatic report. Double click on a row in a tab to open the Autoreport screen to update the report recipients.	Optional	System Generated
Document Distribution Groups – this section lists the Document Groups the Personnel Contact has been added to.			

The Auto Reports, Container Management Reports and User Configure Auto Report tabs list the automatic reports the Personnel contact receives. Double click on a report name to open the Auto Report set up screen and update there to make any changes to the recipient list.

Please note that the contact cannot be removed from a distribution list for a report by updating the Personnel Masterfile.

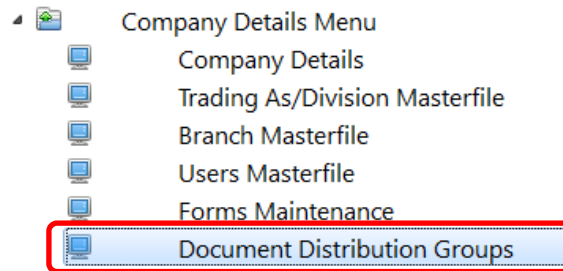
DOCUMENT DISTRIBUTION GROUPS

Documents sent externally to customers from Expedient Software have been assigned to specific group. Personnel Contacts are then assigned to receive these document groups. The document groups are used to pre-populate the recipients to emails generated for documents. For example, contact John Smith, who works in the Import Department of client DEMCON, is assigned to the Import Notifications Document Group. John Smith's email address will automatically appear in the distribution list for the documents 'FCL Delivery' and 'Return of Empty Container', and all other Import Documentation sent to DEMCON.

[See the Expedient Software YouTube Channel for a demonstration video on Document Distribution Groups](#)

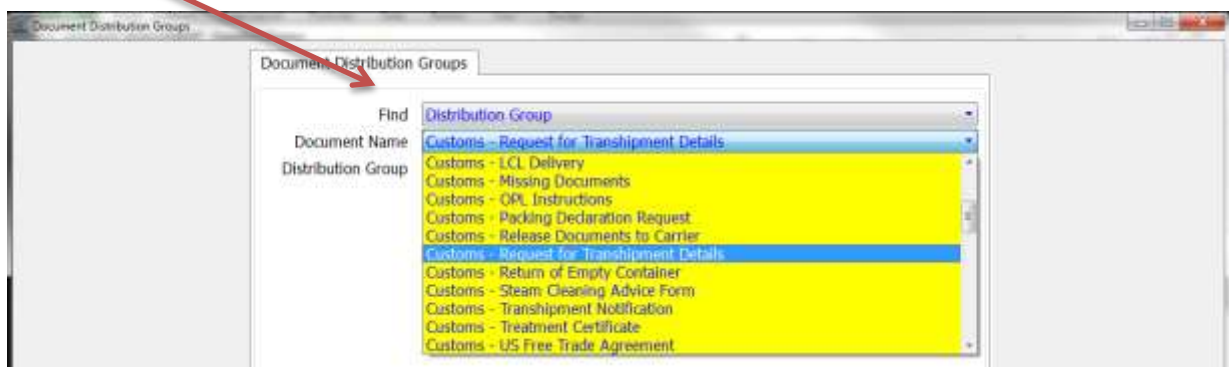
In Update click in an empty row to add or update a Document Group. Click in an empty row in the Document Distribution Group table to view the list of available groups. Select a specific Document Group or select 'All Documents' if you want the contact's email address added to the distribution list for every document intended for this client. Please note if you select 'All Documents' you are not able to select another Document Group in the next row of the table.

Double click on a saved Document Group to view the documents that belong to the group. The same screen can be accessed from Administration>Company Details Menu>Document Distribution Groups

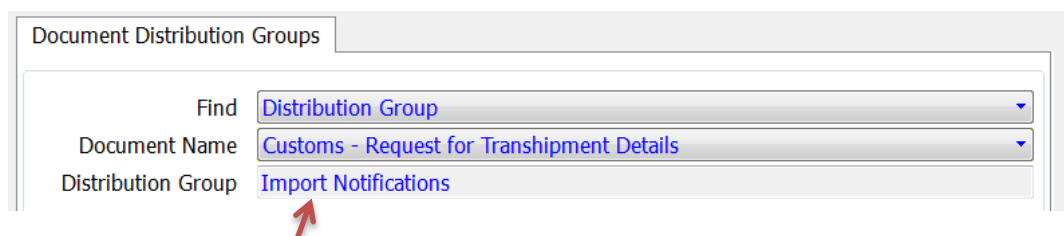


This screen can be used to view all the documents belonging to a Document Group and to look up which group a specific document belongs to.

Use the Find option to search on a Distribution Group



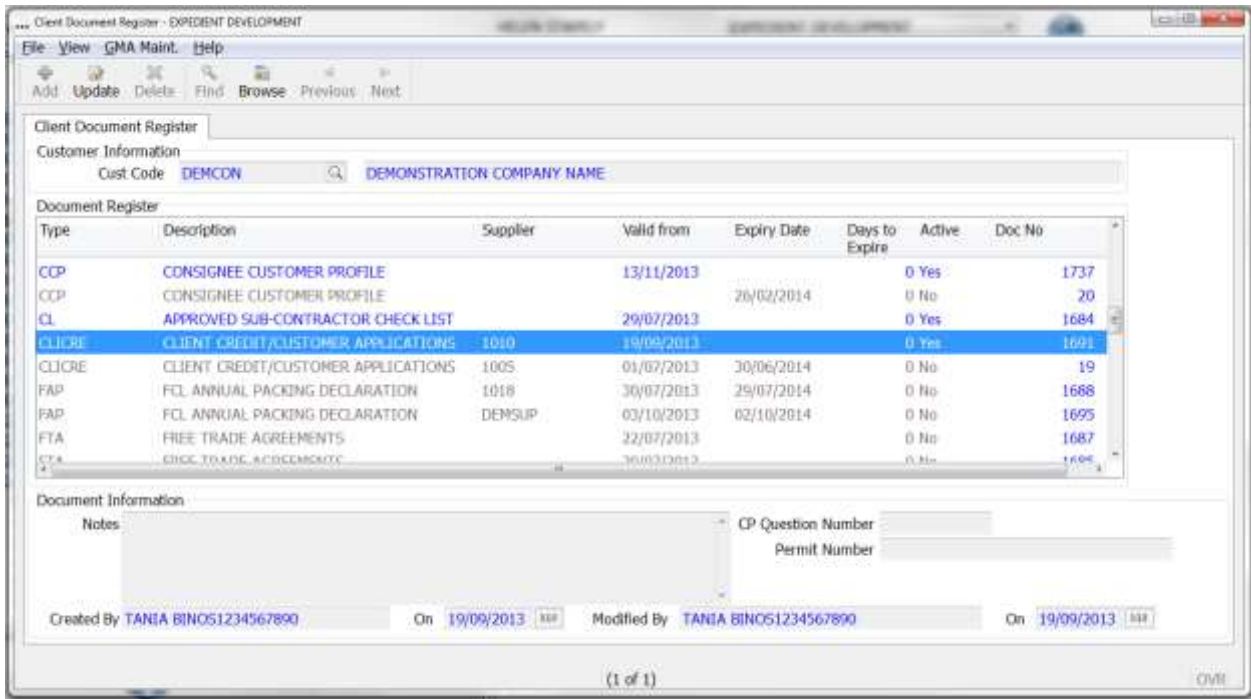
Then search for the document in the Document Name list.




The screen will advise the Distribution Group the document belongs to.

Client Document Register

This option allows Documents and AU Customs Permit information to be stored against a client. This screen allows document information to be added, except for Australian Customs Permits. Australian Customs Permit information is populated in this screen from the Permit/Advice information stored in the Parts Masterfile and/or the TLF Maintenance screen.



Field Name	Description	Validation	Default
Cust Code	This is the Customer Code and Name, carried across from the Customer Masterfile	Mandatory	Customer Masterfile
Type	This is the type of Permit/Advice. Use the  to access the list of available Permit/Advice groups. The Type Code is followed by the full text description for the Permit/Advice group	Mandatory	Blank
Supplier	This is the Supplier associated with the document	Optional	Blank
Valid From	This is the date the Document or Permit is valid from	Optional	Blank
Expiry Date	This is the date the Document or Permit will expire	Optional	Blank
Days to Expire	This is a calculation of valid days remaining where the Expiry Date for the Document or Permit has been provided	N/A	System Generated

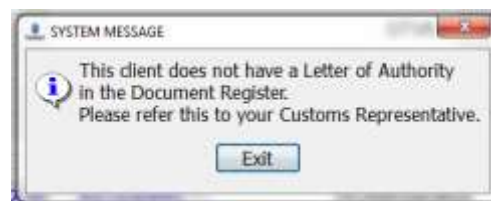
Field Name	Description	Validation	Default
Active	<p>This indicates where the document is in use. In Update Mode select Yes or No from the drop down list.</p> <p>When the Expiry Date passes an automatic overnight process will update the Active status to No.</p> <p>Rows are shown in Red where an Expiry date has passed but the overnight process has not yet run to turn the active status to No.</p> <p>When the Active status is manually changed from Yes to No for Australian Customs Permits on OK in this screen Expedient will look for all the Parts in the Parts Masterfile with the CP Question Number and remove the Answer and the Permit Information.</p> <p>Changing the Active status from No to Yes will not trigger any processes.</p>	Mandatory	Yes
Doc No	This is the reference added by Expedient when a new Document is added to the register. This column can be hidden	N/A	System Generated
Notes	Notes can be stored which are relevant to the document	Optional	Blank
CP Question No	This is the CP Question Number that the Permit is required for where the Permit/Advice is an Australian Customs Permit. This information is view only in this screen	N/A	Parts Masterfile/ TLF Masterfile
Permit/Advice No	This is the reference number for the Permit. This information is view only in this screen.	N/A	Parts Masterfile/ TLF Masterfile
Created By	This is the user who created the entry in the Client Document Register	N/A	System Generated
On	This is the date the entry was created in the Client Document Register	N/A	System Generated
Modified By	This is the user who last update the entry in the Client Document Register	N/A	System Generated
On	This is the date the entry was last updated in the Client Document Register	N/A	System Generated

A report can be run to list the Permits which have expired or are about to expire. A manually run report is available from the Customs Folder. An Autoreport, EXPPERMPRT, is available from the Automatic Report menu. Please see the AU Customs User Manual and the Autoreport User Manuals for further information.

The details in Client Document Register can be used to check for missing information and to update the Documents Screen available from the Import Job Registration screen.

LETTER OF AUTHORITY CHECK

A warning that a Letter of Authority has not been received for a client can be shown when a Job is registered where you are the Broker and a Letter of Authority is not in the Client Document Register.



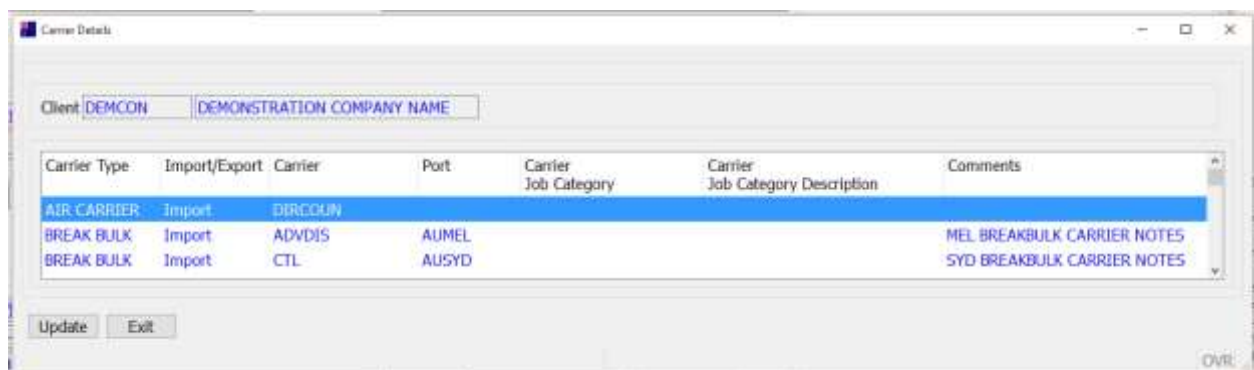
This check will be made when jobs are added in the Import Job Registration screen, when the 'Copy Job' function is used and when Jobs are created from EDI Manifests.


If you would like the facility to warn users when a Letter of Authority has not been received for a client please contact Expedient Software by raising a Support Ticket.

Preferred Carrier

It is possible to assign preferred carriers that will be used as a default when registering a Job for that Customer. Carriers can be assigned by Airfreight, FCL, LCL, Parcel Post and Break Bulk. The Preferred Carriers screen is available from the Options Menu in the Client Maintenance screen.

Please Note: The Carrier Information will only be populated if a Delivery Address has been added for the Customer.



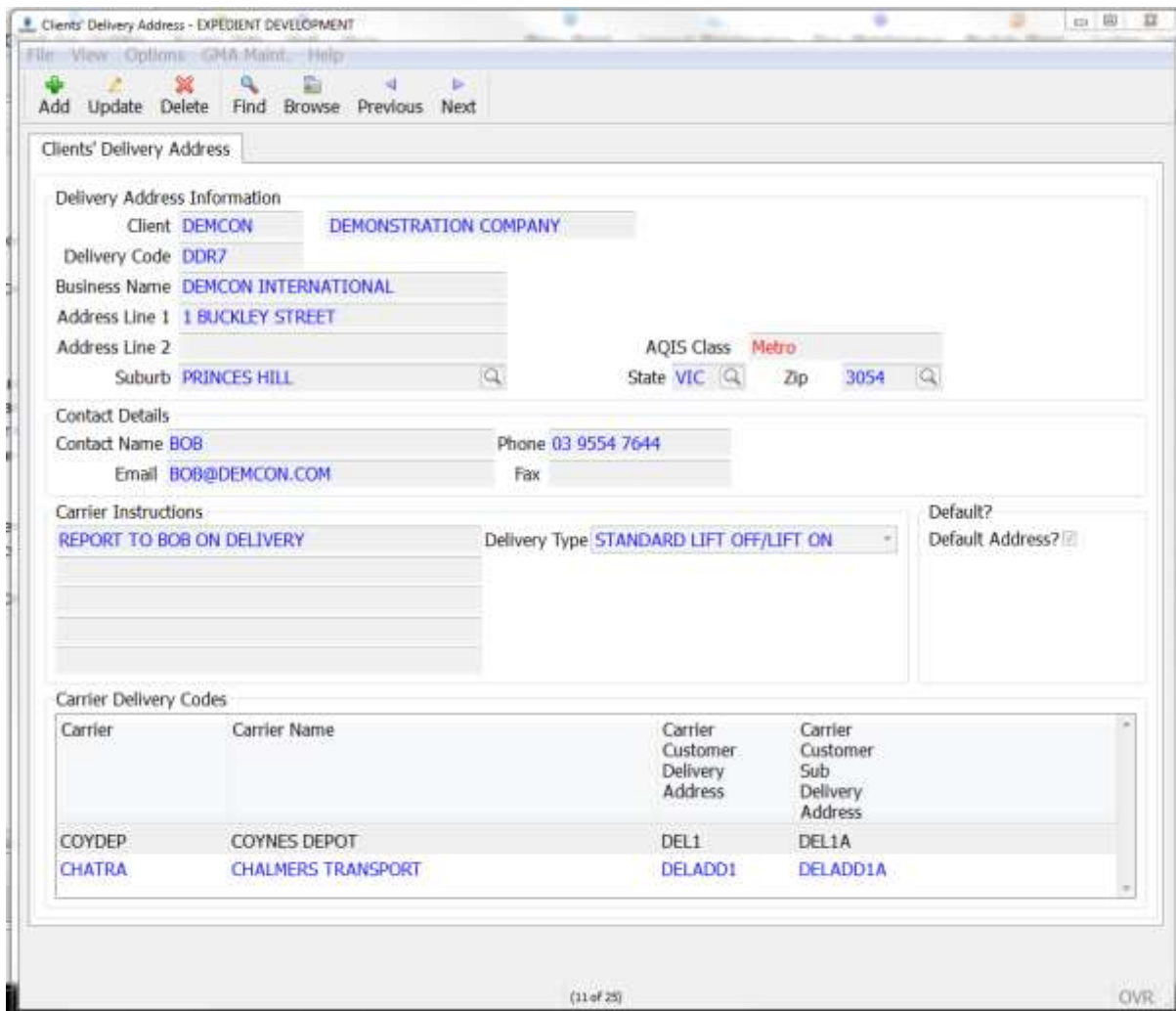
Field Name	Description	Validation	Default
Client	This is the Customer Code and Name, carried across from the Customer Masterfile	Mandatory	Customer Masterfile
Carrier Type	This identifies the type of job the carrier is associated with. Select a type from the pull down list	Optional	Blank
Port	This identifies the Destination Port the Preferred Carrier is associated with. Leave blank to assign the carrier to all destination ports	Optional	Blank
Import/Export	This indicates with the carrier is associated with imports or exports	Conditional on Carrier Type	Blank
Carrier	This is the code for the Carrier. Use  to zoom on active carriers	Conditional on Carrier Type	Blank
Carrier Job Category	Access to this field is conditional on whether the Carrier type is FCL, AIR or LCL and the Carrier EDI module is active. Select a Job Category from the pull down list. A description for the selected carrier type will be displayed.	Conditional on Carrier Type	Blank
Comments	Comments for this Carrier	Optional	Blank

Delivery Addresses

Multiple delivery addresses for the Customer. This option is available from the toolbar button and from the Options menu in the Client Maintenance screen.


These addresses are used within the Job registration screen and the Export Delivery Docket Screen. The default address will automatically populate when a Job is registered for that Customer. This address will also populate in the Nature 10/20 Screen. The delivery addresses are able to be changed based on this Masterfile and/or a free type address which will print on the Import Delivery Docket.

See Below:



Carrier	Carrier Name	Carrier Customer Delivery Address	Carrier Customer Sub Delivery Address
COYDEP	COYNES DEPOT	DEL1	DEL1A
CHATRA	CHALMERS TRANSPORT	DELADD1	DELADD1A

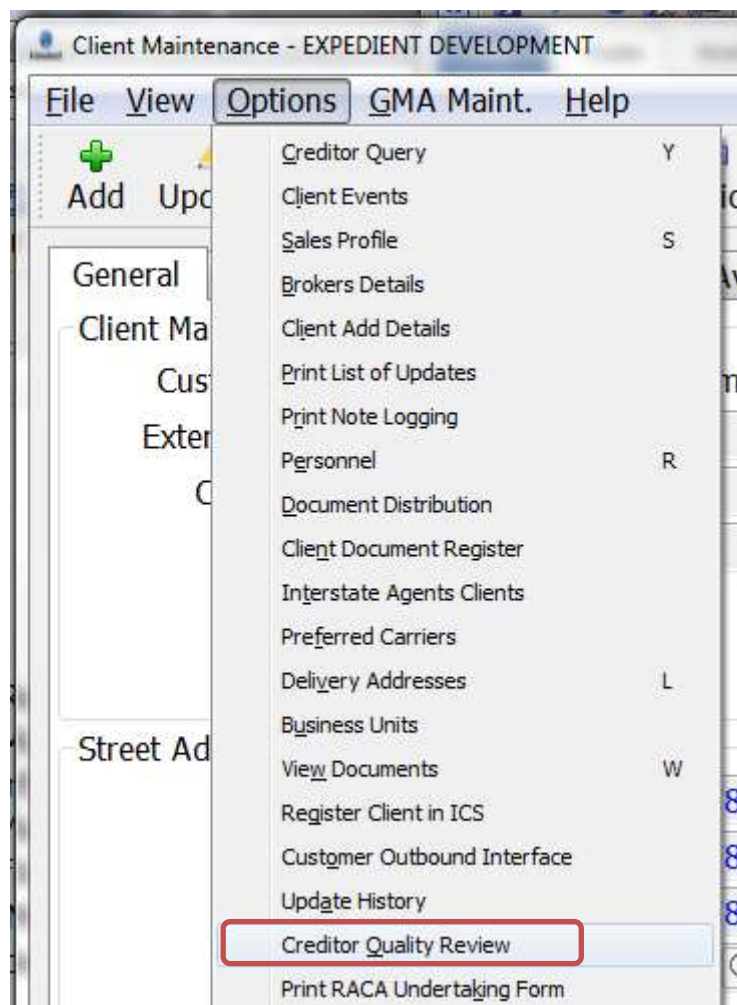
Field Name	Description	Validation	Default
Client	This is the Customer Code and Name, carried across from the Customer Masterfile	Mandatory	Customer Masterfile
Delivery Code	A unique code assigned to this delivery address	Mandatory	Blank

Field Name	Description	Validation	Default
NZ ONLY Transitional Facility	This is the 6 digit code identifying the Automatic Transitional Facility. This code will autopopulate the AFT question in the Customs Entry screen	Optional	Blank
Bus Name	This is the Business Name of the Delivery Point	Optional	Blank
Street	This is the Street Address of the Delivery Point	Optional	Blank
Suburb	This is the Suburb of the Delivery Point	Optional	Blank
State	This is the State of the Delivery Point	Optional	Blank
Pcode	This is the Post Code of the Delivery Point	Optional	Blank
AQIS Class	AU ONLY: This is the AQIS Classification for the postcode in the delivery address	Mandatory	System Generated
Contact Name	This is the Name of the Contact of the Delivery Point	Optional	Blank
Phone	This is the Phone of the Contact of the Delivery Point	Optional	Blank
Email	This is the Email of the Contact of the Delivery Point	Optional	Blank
Fax	This is the Fax of the Contact of the Delivery Point	Optional	Blank
Carrier Instructions	This is the Instructions of the Contact of the Delivery Point	Optional	Blank
Delivery Type	This is the Container Delivery Type associated with the Delivery Address. This will be used to populate the Container Details tab and Container Management when an Import Job with containers is delivered to this address	Optional	Blank
Default Address	Select this if you want this address to automatically populate when registering a job / delivery docket (export)	Optional	Blank
The following fields appear in the Delivery Address screen when the Carrier EDI module is activated			
Carrier	This is the preferred carrier for this client. Click in the field to access the zoom,  , on active carriers. The selected carrier's full name is displayed.	Optional	Blank
Carrier Customer Delivery Address	This is the code the Carrier uses to identify the delivery address. This code will be inserted into to EDI transport request to the Carrier	Conditional on Carrier	Blank

Field Name	Description	Validation	Default
Carrier Customer Sub Delivery Address	This is the code the Carrier uses to identify the sub delivery address. This code will be inserted into to EDI transport request to the Carrier. This may be used where there are several delivery locations at the same address.	Optional	Blank
Primary Yard	This is the code the QUBMAXIMAS systems required for the Primary Yard for delivery. This code will be included in EDI Transport requests to carriers using the QUBMAXIMAS system	Optional	Blank
Secondary Yard	This is the code the QUBMAXIMAS systems required for the Secondary Yard for delivery. This code will be included in EDI Transport requests to carriers using the QUBMAXIMAS system	Optional	Blank

Creditor Quality Review

This option is provided to allow review of Creditors. The option will only appear where the Company Type is Creditor.



This screen will display the most recent Quality Review record for the Creditor based on the Valid to Date

Creditor Quality Review - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Creditor Quality Review

Review Information

Cust Code DEMCON DEMONSTRATION COMPANY NAME

Valid from 04/06/2015 to 03/06/2016

Quality Review Questions

Question	Answer
Does the supplier have competitive rates?	Yes
Happy with their Service / Capabilities ?	Yes
Observation/Comments ?	Satisfactory service
Satisfied with premises safety / security ?	Yes
Service Capabilities	Exceeds requirements
New Subcontractor checklist completed?	Yes
Confirm BPis over past 12 months reviewed?	Yes
Any complaints?	No
Happy with the review?	Yes
Are any changes required in service	No
Are premises continuously monitored?	Yes

Created by mamtas MAMTA SOLANKI on 04/06/2015

Modified by helens HELEN STAPELY on 17/06/2015

Approved by caseyg CASEY GILBERT on 17/06/2015

(2 of 3) OVR

Field Name	Description	Validation	Default
Client	This is the Customer Code and Name, carried across from the Customer Masterfile. Read-Only field.	Mandatory	Customer Masterfile
Valid From	This is the date the set of Quality Review Answers is valid from	Mandatory	Day after expiry date of last set of Quality Review answers
Valid To	This is the date the set of Quality Review Answers is valid to	Mandatory	Today plus 365 days
Question	These are the questions that are active in the Quality Review Maintenance screen in Administration and are required to be answered for the Creditor	N/A	System Generated

Field Name	Description	Validation	Default
Answer	These are the answers to the Quality Review Questions	Optional	Blank
Created By	This is the user who created the set of Quality Review Answers	N/A	System Generated
Modified By	This is the user who last updated the set of Quality Review Answers	N/A	System Generated
Approved by	This is the User who Approved the answers	Optional	Blank

Registered Client Jobs

This screen outlines the Date of Registration for the first Job that was created and the most current Job that is created.

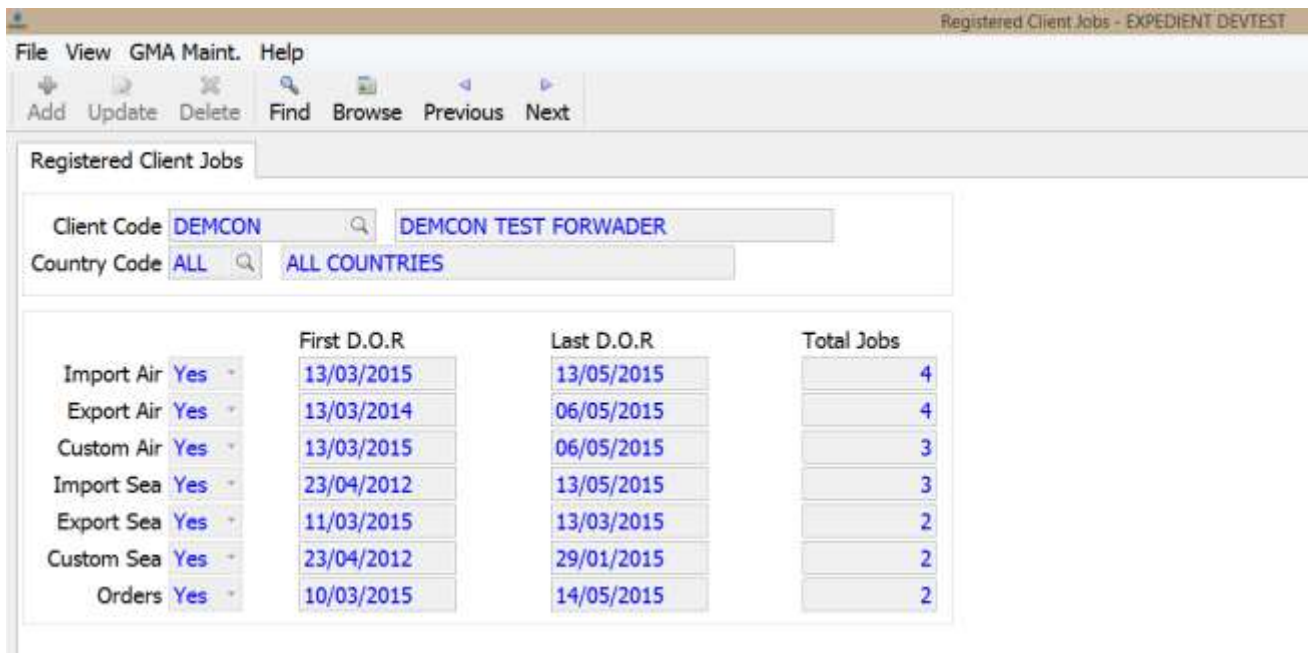
It also includes the total number of Jobs that have been created under specific rules.

This screen can be accessed via the Options Menu in the Customer Masterfile.

The link will be enabled once a Customer is shown in the Customer Masterfile.

When this link is selected, it will only show the Job details that relate to the Customer that is shown in the Customer Masterfile.

This information is automatically updated via a scheduled cron job; SALE_CN.



	First D.O.R	Last D.O.R	Total Jobs
Import Air Yes	13/03/2015	13/05/2015	4
Export Air Yes	13/03/2014	06/05/2015	4
Custom Air Yes	13/03/2015	06/05/2015	3
Import Sea Yes	23/04/2012	13/05/2015	3
Export Sea Yes	11/03/2015	13/03/2015	2
Custom Sea Yes	23/04/2012	29/01/2015	2
Orders Yes	10/03/2015	14/05/2015	2

Field Name	Description	Validation	Default
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Field Name	Description	Validation	Default
Client Code	The Customer Code that the Job is registered under.	Customer Masterfile	
Country Code	The Country Code is based on the following: <ul style="list-style-type: none"> Imports: Load Port Exports: Destn Port Defaults to ALL and then sorted in Alphabetical Order.	Country Masterfile	
Import Air	The Import Air Job must be attached to a Consol for it to be recorded in this table.		
Export Air	The Export Air Job must have a Destn Code for it to be recorded in this table.		
Custom Air	The Customs Import Air Job must have a Broker Code where Own Company (Cust MF) = Yes.		
Import Sea	The Import Sea Job must be attached to a Consol for it to be recorded in this table.		
Export Sea	The Export Sea Job must have a Destn Code for it to be recorded in this table.		
Custom Sea	The Customs Import Sea Job must have a Broker Code where Own Company (Cust MF) = Yes.		
Orders	This information is retrieved from the Input Order. Must have an Origin Port to be included in this table.		

Business Units

A Customer can have internal divisions. E.G. Fabrics, Machinery, etc.

Customers only want to see their specific Orders/Jobs within their own Business Unit.



Field Name	Description	Validation	Default
Client	This is the Customer Code and Name, carried across from the Customer Masterfile. Read-Only field.	Mandatory	Customer Masterfile

Field Name	Description	Validation	Default
Business Unit Code	Unique Code for the Business Unit.	Mandatory	Blank
Business Unit Name	Name for the Business Unit.	Mandatory	Blank
Address Line 1	Address Line 1 details for the Business Unit.	Optional	N/A
Address Line 2	Address Line 2 details for the Business Unit.	Optional	N/A
Suburb	Suburb for the Business Unit.	Optional	N/A
State	State for the Business Unit.	Optional	N/A
Zip	Postcode/Zip for the Business Unit.	Optional	N/A
Active	Indicates if the Business Unit is being used.	Mandatory	YES
Contact Name	Contact Name for the Business Unit.	Optional	N/A
Email	Email Address for the Business Unit.	Optional	N/A
Phone	Phone Number for the Business Unit.	Optional	N/A
Fax	Fax Number for the Business Unit.	Optional	N/A


Interstate Agents Client

Multiple delivery addresses for the Customer. This option is available from the toolbar button and from the Options menu in the Client Maintenance screen.

These addresses are used within the Job registration screen and the Export Delivery Docket Screen. The default address will automatically populate when a Job is registered for that Customer. This address will also populate in the Nature 10/20 Screen. The delivery addresses are able to be changed based on this Masterfile and/or a free type address which will print on the Import Delivery Docket.

Notes



From the toolbar button,  , Notes added against the client for Job Registration, Customs, Export Air, Export Sea, Miscellaneous, Invoice, Delivery, Supplier Invoice, Agent, ICS, Order, Collections, can be viewed, added, updated and printed.

Client Add Info

This screen provide a quick reference to the person how created the client details. This is available from the Options menu in the Client Maintenance screen.

Print List of Updates

This screen provides a report on the updates to the client masterfile. This is available from the Options menu in the Client Maintenance screen.

Print Note Logging

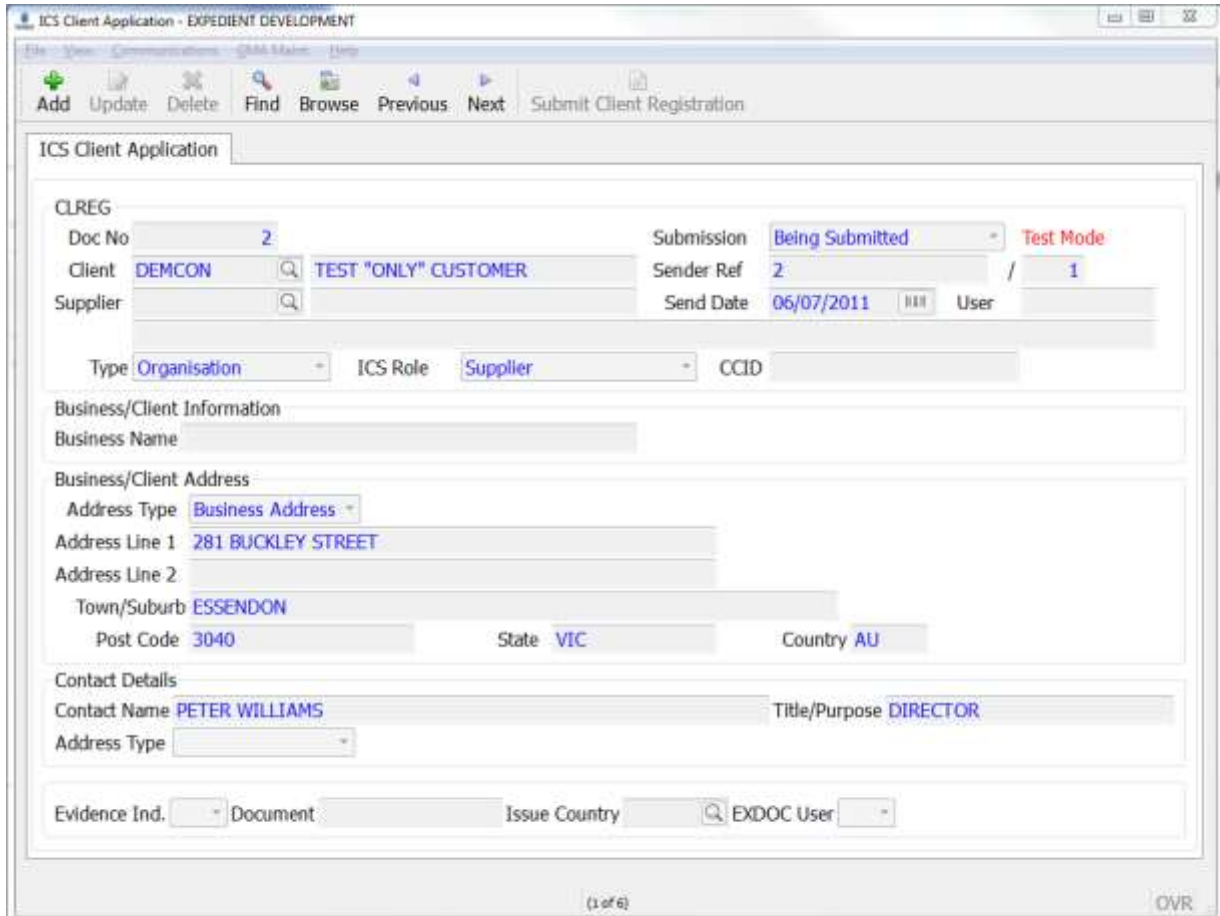
This screen provides a report on notes attached to the client masterfile. This is available from the Options menu in the Client Maintenance screen.

Attachments

This option opens a browse screen to find documents for attachment. This is available from the Options menu in the Client Maintenance screen.

Register Client in ICS

From the Customer Masterfile, it is possible to send information to Customs Australia to register the business and receive a CCID. This can be selected from the Options Menu. This can only be selected if a customer is displayed on the Customer Masterfile Screen:

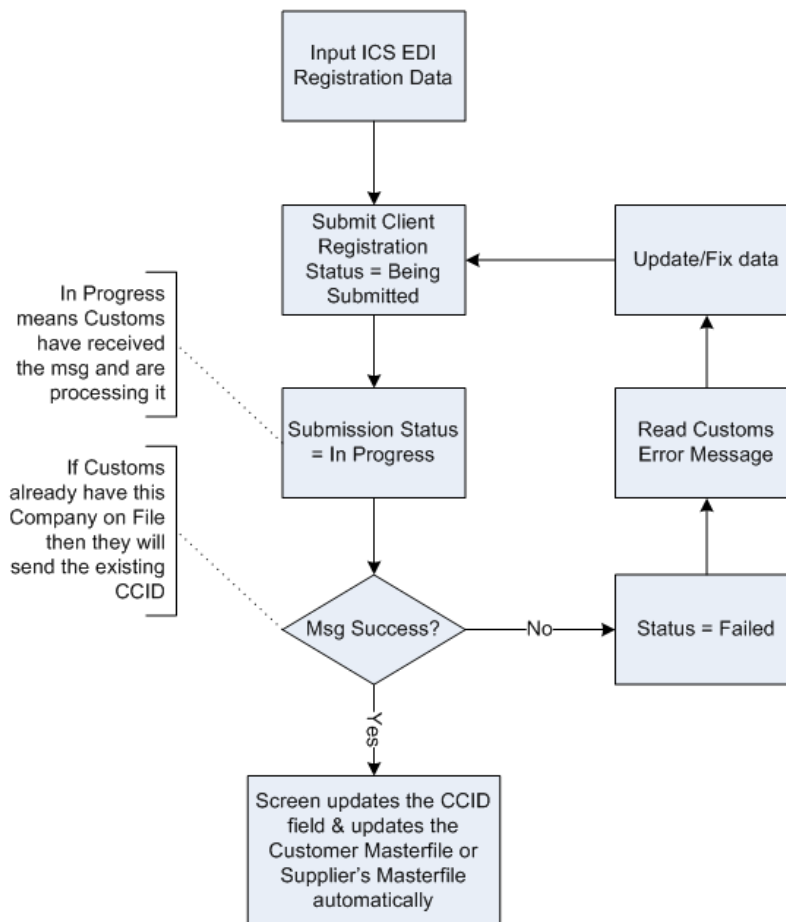


The screenshot shows the 'ICS Client Application' window with the following fields and values:

- CLREG**
 - Doc No: 2
 - Submission: Being Submitted (Test Mode)
 - Client: DEMCON (TEST "ONLY" CUSTOMER)
 - Sender Ref: 2 / 1
 - Supplier: (empty)
 - Send Date: 06/07/2011
 - User: (empty)
 - Type: Organisation
 - ICS Role: Supplier
 - CCID: (empty)
- Business/Client Information**
 - Business Name: (empty)
- Business/Client Address**
 - Address Type: Business Address
 - Address Line 1: 281 BUCKLEY STREET
 - Address Line 2: (empty)
 - Town/Suburb: ESSENDON
 - Post Code: 3040
 - State: VIC
 - Country: AU
- Contact Details**
 - Contact Name: PETER WILLIAMS
 - Title/Purpose: DIRECTOR
 - Address Type: (empty)
- Evidence Ind.**
 - Document: (empty)
 - Issue Country: (empty)
 - EXDOC User: (empty)

At the bottom of the window, it says '(1 of 6)' and 'OVR'.


ICS EDI CCID SUBMISSION PROCESS



Field Name	Description	Validation	Default
Type	This is the Customs Entity Type. This can consist of ABN Client (where you have the ABN on hand), Organisation (where you don't have the ABN), or Individual. The associated fields to the Type will display.	Mandatory	Blank
ICS Role	This is the type of business the Company / Individual is performing. Possible values are: <ul style="list-style-type: none"> • Importer • Exporter • Exporter Agent • Supplier • SAC Communicator • Air Cargo Reporter • Sea Cargo Reporter 	Mandatory	Blank
CCID	This is the CCID reference received from Customs	Optional	From Customs
Business Name	This is the business name	Optional	Blank

Field Name	Description	Validation	Default
Address Type	Select the address type from the pull down menu	Mandatory	Business Address
Address Line 1	This is the first line of the address	Optional	First line of address from Customer Masterfile
Address Line 2	This is the second line of the address	Optional	Second line of address from Customer Masterfile
Town/Suburb	This is the suburb for the address	Optional	Town/Suburb from the Customer Masterfile
Post Code	This is the zip code or post code for the address	Optional	Post Code from the Customer Masterfile
State	This is the state for the address	Mandatory for AUS addresses	State from the Customer Masterfile
Country	This is the country for the address	Mandatory	Country from the Customer Masterfile
Contact Name	This is the contact person for the business	Mandatory	Blank
Title/Purpose	This is the job title for the contact person	Mandatory	Blank
Address Type	Select a contact type from the pull down list. Various contact fields will appear relevant to the contact type chosen, e.g. if you select Mobile a Phone number field will appear	Optional	Blank
Evidence Ind.	This indicates whether Evidence of Identity is included	Optional	No
Document	This is the reference for the document	Optional	Blank
Issue Country	This is the country issuing the identification document	Optional	Blank

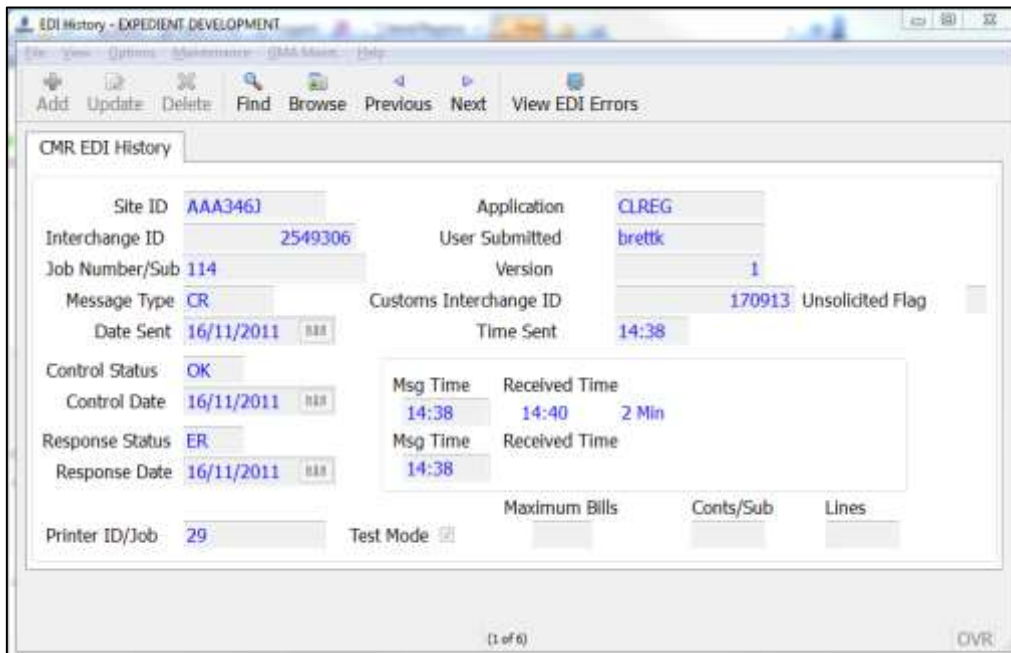
Field Name	Description	Validation	Default
EXDOC User	This indicates if the business is an AQIS EXDOC user	Optional	Blank

Click on  **Submit Client Registration** in the toolbar to send the application to Customs ICS.

The response will be displayed in the Submission field together with date of submission and which user sent the application.

Submission	FAILED		
Sender Ref	114	/	1
Send Date	16/11/2011	User	brettk

History of the submissions to ICS can be seen using the Communications menu, EDI History



Use the  **View EDI Errors** in the toolbar of the EDI history screen to view EDI error messages in more detail.

View Latest Errors/Warnings - EXPEDIENT DEVELOPMENT

File View Options Maintenance GMA Maint. Help

Add Update Delete Find Browse Previous Next

View Latest Errors/Warnings

Site ID	AAA346J	Interchange ID	2549306
Job Number/Sub	114	Application	CLREG
Version	1	Mesg Date	16/11/2011
Error Date	16/11/2011	Customs Interchange	170913

Hdr	Line	Code	Description
			ABN NOT FOUND ON ABR
	0	MS5201	THIS TRANSACTION WAS REJECTED

Update History

This screen provides a list of the users that added and updated this Customer displaying date, user and the action.

Print RACA Undertaking Form

To meet the requirements of the Transport Security Aviation Governing Body, the RACA Undertaking Form is lodged for Export Air Customers.

The Undertaking Form can be printed via the Options Menu in the Customer Masterfile and will only be enabled if the Exporter = YES.

Client Options

This screen lists options that can provide additional functionality for this client

BONDCUST: Identifies a customer with Cars in Bonded Warehouse

DEFPARTS: Defaults the Supplier to 'Default Supplier' (#DEF) for this Client when classifying parts

DLD_GST: Identifies clients that use GST from downloaded charges

Order Tracking Customer Parameters

Available only where the Order Tracking module is activate this option is used to set up the Customer for Order Tracking. Please see the Order Tracking manual for more details.

Creditor Enquiry (Accounting Module Only)

From the Customer Masterfile toolbar, it is possible to view what the Creditor is owed, split by Aged Amounts, see below:

Creditor Query - EXPEDIENT DEVELOPMENT

File View Options GMA Maint Help

Add Update Delete Find Browse Previous Next

Creditor Query

Creditor Details

Code 2NDWOR

Name 2NDS WORLD

Local/OverSeas Local

Contact

Phone 0295977822

Fax 0295977944

On Account Amount 0.00

Query

Ageing

Current	30 Days	60 days	90+ Days	Total
0.00	0.00	0.00	0.00	0.00

(1 of 1) OVR

Debtor Query (Accounting Module Only)

From the Customer Masterfile toolbar, it is possible to view what the Debtor owes, split by Aged Amounts, see below:

Disbursement Details - EXPEDIENT DEVELOPMENT

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next View Total Items View Open Items View All Invoices Cash Receipts

Debtors Ageing

Customer Details

Customer Code Name

Contact Phone Fax

Terms

Freight Duty

Average Days To Pay Disbursement On A/C

Average Days To Pay Finals Account Control

	Current	7 Days	14 Days	21+ Days	
Disbursement	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

	Current	30 Days	60 Days	90+ Days	Disbursement	Total
Disbursement	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Finals	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Finals	<input type="text" value="0.00"/>
All	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total	<input type="text" value="0.00"/>

(1 of 1) OVR

Client Jobs Info

From the Customer Masterfile, it is possible to view the Total Number of Jobs and the last time a job was registered for the following:

- Import Air
- Export Air
- Customs Sea
- Customs Air
- Import Sea
- Import Air

Sales Profile (Accounting Module only)

The Sales Profile is accessible via the Customer Masterfile and the Management Reporting Menu – Sales Activity, and allows users to perform the following sales functions:

- Client Visits
- Create Quotations
- Sales Reporting

The below screen is a view of the Sales Profile. The header information needs to be added once.

Please Note: All customers need to be added into the Customer Masterfile in order to add Sales Profiles, these can either be active Customers or Prospective Customers.

In the Customer Masterfile, prospective customers are defined as Active = Prospect

Active

Prospective

Customer Sales Profile - EXPEDIENT DEVELOPMENT

File View GMA Maint Help

Add Update Delete Find Browse Previous Next New Visit Forwarding Quotes Forwarding Rates Auto Reports Sales Reports

SALES PROFILE Printed Quotes Port Pairs

Cust Code DEMCON Name DEMONSTRATION COMPANY

Sales Category MORE THAN 100 CONTAINERS PER MONTH

Sales Person helens HELEN STAPELY

Company Profile Existing Payment Rating Money currently owing in > 30 days

Sales Lead Source MATE FROM THE FOOTY

Active Date 100

Last Visit Status Warm

Profile Notes

Note


High value client moving 1200 TEU per year ex US to AU.



Visits - Double click to zoom to details

Visit Date	Subject	Type	Visited	Status	Sales Person	Next Visit	Notes	Notes Line 1	Next Visit Note
19/11/2013	TESTING	Social	DAMIEN	Warm	SCOTT CRAVEN	28/11/2013	1 fassdfadsf		talk about footy
11/09/2013	PARTY 1	Visit	EMMA	Hot	JAKE MAGRO	08/11/2013	1 THIS is a note about the meeting...		Emma's birthday
04/09/2013	TEST	Visit	JEFF	Warm	SCOTT CRAVEN	05/09/2013	1 fassdfadfadfa asdfadsf		
14/06/2013	WWW	Visit	YYY		JAKE MAGRO		0		
14/06/2013		Visit					0		
14/06/2013	TESTING	Visit	JOHN	Warm	JAKE MAGRO		1 Spoke to John things are looking...		
14/06/2013		Visit					0		

Modified By Jakem On 18/11/2013

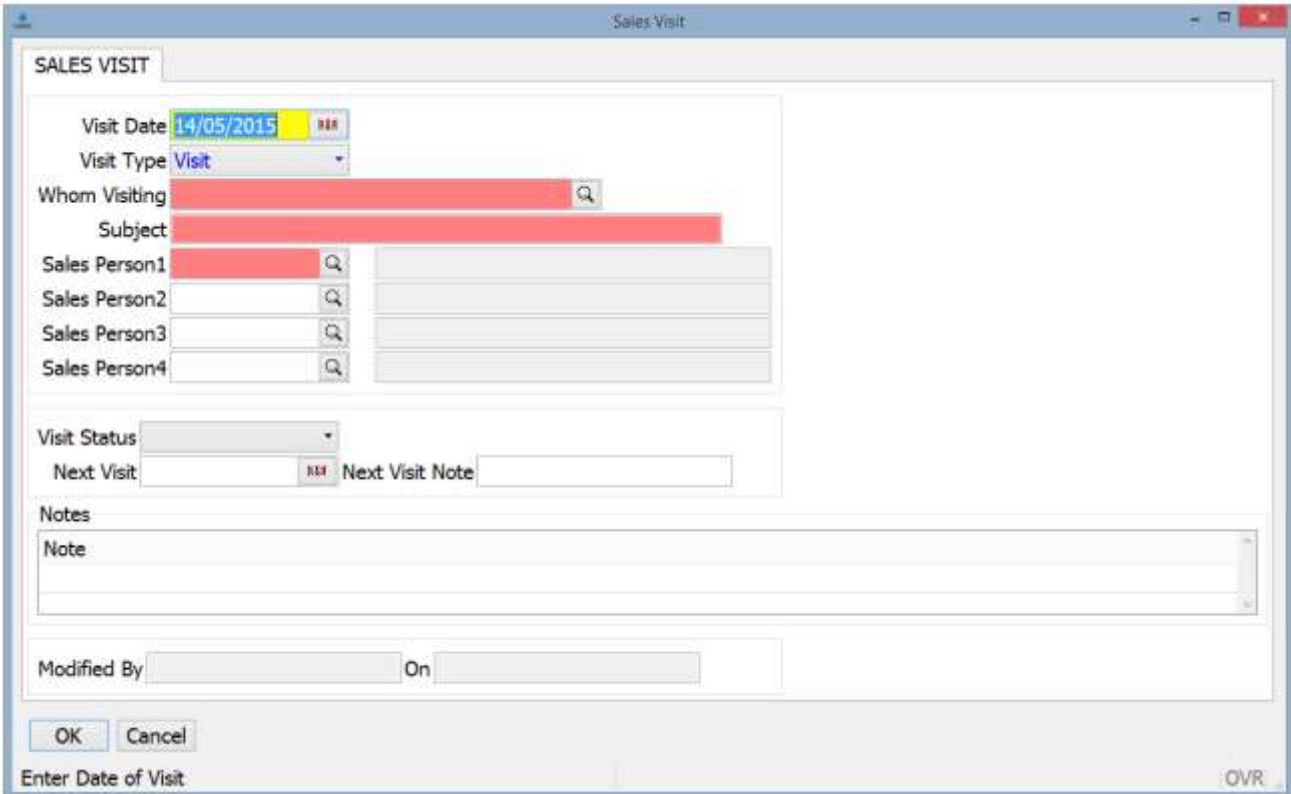
(1 of 0) QVR




Field Name	Description	Validation	Default
Cust Code	This is the customer code for the client. Can either be Active, Prospect customer	Mandatory	Defaults to match Customer Masterfile screen
Name	This is the full name for the client	Mandatory	Defaults to match Customer Masterfile screen
Sales Category	This advises the volume of business expected from the client	Mandatory	Blank
Sales Person	This is the user adding the Sales Profile	Mandatory	System generated
Company Profile	This describes the type of client	Mandatory	Existing
Payment Rating	Advises the current payment status	Mandatory	System generated
Sales Lead Source	Describes the source of the contact	Mandatory	Blank
Active Date	This is when the client became active	Optional	Blank
Last Visit Status	This is the status of the last visit with the client	Mandatory	System generated
Profile Notes	This is free text notes	Optional	Blank
Visits	This table lists the visits to the client in date descending order. Double click on a line to bring up the full details of the visit	Mandatory	System generated
Printed Quotes			
This table lists the quotes sent to the client. Double click on a row to reprint the quote.			
Port Pairs			
Load Port	This is the port of loading within the country in which the goods are to be loaded. Use the  to zoom on port codes.	Mandatory	Blank



Field Name	Description	Validation	Default
Disc Port	This is the discharge port where the goods are to end up. Use the  to zoom on port codes.	Mandatory	Blank
Inland Zip	This is the zip code for where the goods are to end up	Optional	Blank
Air Kgs PA	This is the number of Kilograms the customer is expected to import or export per annum	Optional	Blank
LCL Cbm PA	This is the volume of LCL shipments the customer is expected to import/export per annum	Optional	Blank
No 20s PA	This is the number of FCL 20 Foot containers the customer is expected to import/export per annum	Optional	Blank
No 40s PA	This is the number of FCL 40 Foot containers the customer is expected to import/export per annum	Optional	Blank
No B/B	This is the Break Bulk items the customer is expected to import/export per annum	Optional	Blank
Status	Select a status for the business on this port pair	Mandatory	Active
Incumbent	This the forwarder currently moving the business for this port pair. Use the  to zoom on active forwarders.	Conditional: Optional if Status is Prospective	Blank

New Visit

To add a new visit, click on the New Visit Button. The screen will immediately open to enter new visit details.



Field Name	Description	Validation	Default
Visit Date	This is the date of the visit	Mandatory	Today
Visit Type	This is the type of contact with the client. Please Note: This can be tailored to the Visit Types that your company wishes to see. To Add/Modify Visit Types, go to Administration / Company Details / Sales Visit Maintenance	Mandatory	Visit
Whom Visiting	This is the contact person. Use the  to search the list of active personnel at the client.	Mandatory	Blank
Subject	This is a short description for the purpose of the contact	Mandatory	Blank
Sales Person 1	This is the primary person conducting the visit. Use the  to search the list of active employees. These details are shown on the Sales Visit Reports.	Mandatory	Blank
Sales Person 2	This is the secondary person conducting the visit. Use the  to search the list of active employees. These details are shown on the Sales Visit Reports.es.	Optional	Blank

Field Name	Description	Validation	Default
Sales Person 3	This is the third person conducting the visit. Use the  to search the list of active employees. These details are shown on the Sales Visit Reports.	Optional	Blank
Sales Person 4	This is the fourth person conducting the visit. Use the  to search the list of active employees. These details are shown on the Sales Visit Reports.	Optional	Blank
Visit Status	This describes how valuable the visit was.	Optional	Blank
Next Visit	This is the date you wish to visit the customer next. This field is linked to the Follow up Automatic Report which will inform the sales person via a report when their next visits are due	Optional	Blank
Next Visit Note	This is a short note useful for the next visit	Optional	Blank
Notes	Type in notes relating to the visit	Optional	Blank
Modified By	This displays the user who last modified the visit	Mandatory	System generated
Modified On	This displays when the visit was last modified	Mandatory	System generated

Sales Reporting

The following reports are available from the Customer Sales Profile Screen, and from the Management Reports>Sales Activities folder:

Sales Visit Report: The detailed and summary PDF reports providing information on visits to customers based on a date period selection, Branch and Sales Person.

Cold Call Overview: This report is used when a new customer visit is planned and provides the sales representative with the customer name and address and a free area for writing the visit notes, and next visit date.

Customer History Report: This report is used when visiting an existing customer which provides the sales representative with an overview of the customer. This includes the amount owing and amount overdue, the last import and export shipment date, the last visit note, and the last 6 months of Job Summary which includes Volume, Weight and TEU's.

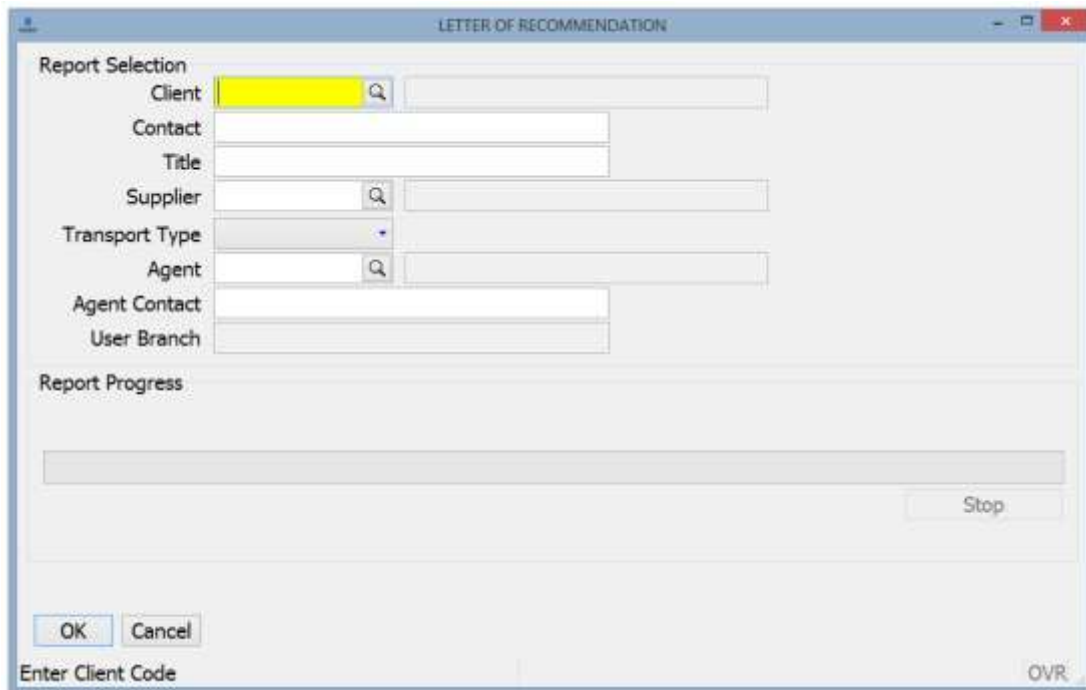
Sales Visit Follow Up Report: This report allows users to report on their next visit dates by Customer. This can be set up in the Auto Reports Module to remind the user that visits are due.

Target Port Pairs Report: This report is available from the Management Reports Menu, Sales Activities folder. This report can be run for selected port pairs and by the status of the business.

Sales Performance Report: This report is available from the Management Reports Menu, Sales Activities folder. This report is run for a Date Range that reports a summary of the Number and Type of Sales Visits per Sales Person by Branch.

Letter of Recommendation

The Letter of Recommendation is used to recommend your Overseas Agent Services to the Customer. When the link for the Letter of Recommendation is selected, the following window is shown.



Field Name	Description	Validation	Default
Client	This is the Customer Code that the Letter of Recommendation is being sent too.	Customer Masterfile	Mandatory
Contact	When the Client Code is entered the Personnel Zoom window will automatically appear to select the Contact for that Customer.	Personnel	Mandatory
Title	When you enter into this field the Title for the Contact Name will automatically populate based on the Personnel Zoom.	Personnel	Mandatory
Supplier	The Supplier Zoom lists the Suppliers details that currently have a relationship (Setup in Supplier Masterfile) with this client.	Supplier Masterfile	Mandatory
Transport Type	This displays the following: <ul style="list-style-type: none"> Air Sea Both (Air & Sea) 		Mandatory

Field Name	Description	Validation	Default
Agent	This is the Overseas Agent that will make contact with the Customer.	Customer Masterfile	Mandatory
Agent Contact	Once the Agent Code is entered, the Personnel Zoom will automatically appear which lists the contacts that apply to the Agent Code entered. If no contacts have been added against the Agent Code, then the cursor will just appear in this field.	Personnel	Mandatory
User Branch	This is the Branch that the user (who is creating the Letter of Recommendation) has been setup against in the User Masterfile. Read Only field.	User Masterfile	

Please see below an example of the document. (Input Terms Printouts; Terms Code; LETRECPRE)



Expedient
software

Devtest Logistics Pty Ltd
A.B.N. 20 079 873 626
281 Buckley Street
res suburbs VIC 3040
PH: +61 3 93313600
FAX: +61 3 93313075
www.gmatrust.com.au

DATE: 14/05/2015

LETTER OF RECOMMENDATION

Please be advised that our customs broker is XXXXX, who is one of Australia's leading international Freight forwarders. It would be very helpful to us if the whole shipping process was managed by XXXXX and their partner, and to this end we would greatly appreciate it if you would allow their local partner to contact you to introduce their services.

If their service offering was suitable to you then this would also be beneficial to us.

Their partner in your country who will make contact with you to discuss your requirements is:

DEVTEST Client AALBSHI
GEETMALA BUILDING, 3RD FLOOR
NEXT TO SHAH INDUSTRIAL ESTATE
MUMBAI INDIA 400088
INDIA
0296302585
14545121
BUYING AGENT

Thank you in advance for your co-operation.

NAME : TEST NAME

TITLE : MANAGER

SIGNED : _____

DATE : _____

COMPANY : DEMCON

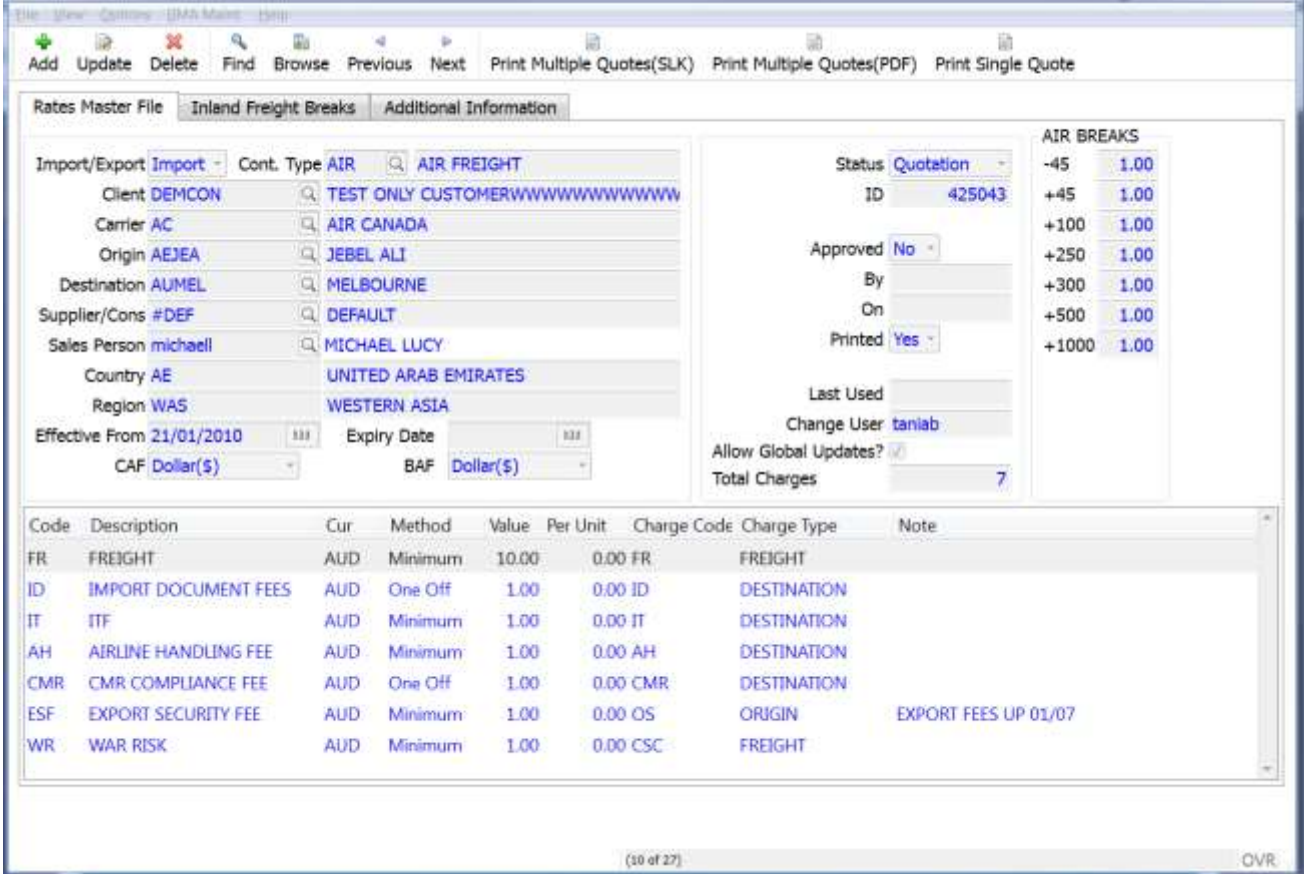
COMPANY STAMP

Auto Reports

Selecting this option allows users to view the current reports that are automatically generated for this customer.

Forwarding Quotes

This screen allows users to create single or multiple quotations for a customer or prospective customer.



Code	Description	Cur	Method	Value	Per Unit	Charge Code	Charge Type	Note
FR	FREIGHT	AUD	Minimum	10.00	0.00	FR	FREIGHT	
ID	IMPORT DOCUMENT FEES	AUD	One Off	1.00	0.00	ID	DESTINATION	
IT	ITF	AUD	Minimum	1.00	0.00	IT	DESTINATION	
AH	AIRLINE HANDLING FEE	AUD	Minimum	1.00	0.00	AH	DESTINATION	
CMR	CMR COMPLIANCE FEE	AUD	One Off	1.00	0.00	CMR	DESTINATION	
ESF	EXPORT SECURITY FEE	AUD	Minimum	1.00	0.00	OS	ORIGIN	EXPORT FEES UP 01/07
WR	WAR RISK	AUD	Minimum	1.00	0.00	CSC	FREIGHT	

Field Name	Description	Validation	Default
Status	This is the status of the quotation. If this is Quotation then this is not available for use by operations in auto-rating. Once a quotation is approved this then becomes a valid rate	Mandatory	Blank
ID	This is the unique number given to the quote, this is used when printing the quotations for reference purposes	Mandatory	Blank
Approved	Setting this to yes will make a quotation into an active rate and vice versa	Mandatory	Blank
Allow Global Updates?	Setting this will allow for this quote/rate to be updated via the Multiple Rate Update Screen	Mandatory	Blank
Effective From	This is when the quotation begins	Optional	Blank

Field Name	Description	Validation	Default
Expiry Date	This is when the quotation is no longer valid	Optional	Blank
CAF	This is either a percentage of dollar figure of CAF	Optional	Blank
BAF	This is either a percentage of dollar figure of BAF	Optional	Blank
Code	This is the Charge Code. This data comes form the Rate Account Codes Masterfile	Mandatory	Blank
Cur	This is the Currency in which the quotation will print in	Mandatory	Blank
Method	This is the quotation method of the charge line item. Options are: Minimum, Basic, Per, Once Off, Zones, Invoice, Kilograms	Mandatory	Blank
Value	This is the value of the charge line amount. This is only applicable for the following Methods: Basic, Minimum, One Off, Kilograms	Mandatory	Blank
Per Unit	This value to charge per unit against the line item. This is only applicable for the following Methods: Per, Kilograms	Mandatory	Blank
Note	This is a note against each line item which prints on the quotation	Optional	Blank

Print Multiple Quotes

This option allows users to print multiple quotations for the same customer at once. Clicking the Multiple Quotes button will display the following screen of active quotations (not yet expired).

Forwarding Rates

Trading As:

Customer Contact:

Print Carrier Name: Record As Formal Quote:

Effective	Expiry		Client	Orig	Dest	Carrier	Supp/Cons	Cont	I/E	Doc	Print
12/08/2011	25/12/2011	Quotation	DEMCON	USLAX	AUSYD	3Q	ATRENG	AIR	E	425079	
21/01/2010		Quotation	DEMCON	AEJEA	AUMEL	AC	#DEF	AIR	I	425043	
30/07/2011		Quotation	DEMCON	AEJEA	AUMEL	AC	#DEF	AIR	I	425066	
09/08/2011		Quotation	DEMCON	AEJEA	AUMEL	AC	#DEF	AIR	I	425076	
03/10/2008	21/09/2011	Quotation	DEMCON	AUMEL	AUBNE	QF	#DEF	AIR	I	331948	
03/10/2008	31/08/2011	Quotation	DEMCON	AUSYD	AUBNE	MA	#DEF	AIR	I	338871	
24/10/2008	15/09/2011	Quotation	DEMCON	AUSYD	AUBNE	QF	#DEF	AIR	I	338872	
10/02/2009		Quotation	DEMCON	ITSPE	AUMEL	APC	#DEF	LCL	I	416934	
31/10/2008		Quotation	DEMCON	SEGOT	AUMEL	APC	#DEF	LCL	I	341714	
12/11/2008		Quotation	DEMCON	SEGOT	AUMEL	APC	#DEF	LCL	I	365926	
26/11/2008	13/09/2011	Quotation	DEMCON	SEGOT	AUMEL	APC	#DEF	LCL	I	380420	
12/11/2008		Quotation	DEMCON	USLAX	AUBNE	APC	1008	LCL	I	366741	
22/11/2008	14/09/2011	Quotation	DEMCON	USLAX	AUBNE	APC	1008	LCL	I	376284	
15/12/2008	14/09/2011	Quotation	DEMCON	USLAX	AUBNE	APC	1008	LCL	I	393640	
31/10/2008		Quotation	DEMCON	USLAX	AUBNE	GEOTUR	#DEF	LCL	I	342148	
12/11/2008		Quotation	DEMCON	USLAX	AUBNE	GEOTUR	#DEF	LCL	I	366742	
22/11/2008	13/09/2011	Quotation	DEMCON	USLAX	AUBNE	GEOTUR	#DEF	LCL	I	376285	
26/11/2008		Quotation	DEMCON	USLAX	AUBNE	GEOTUR	#DEF	LCL	I	380422	
03/10/2008	30/08/2011	Quotation	DEMCON	USLAX	AUBNE	QF	#DEF	AIR	I	331950	
03/10/2008	13/09/2011	Quotation	DEMCON	USLAX	AUMEL	#DEF	#DEF	AIR	I	331951	
12/09/2011		Quotation	DEMCON	USLAX	AUMEL	#V	1012	AIR	I	425079	

OK Cancel

Select Trading As Name

Total Rates: 27

OVR

The Customer Contact can be used for printing on the quotation.

Record as Formal Quote: if Yes is selected here then the list of quotation numbers will be logged in the Printed Quotes tab for review at a later date if required.

Please Note: Zones and/or Inland Freight Breaks can't be printed via the multiple quotations. The single quotation option should be used.

Supplier's Masterfile

The Supplier's Masterfile holds all Supplier information related to a customer that has been created in the Customer Masterfile.

To access the Supplier's Masterfile, from the Administration Menu select **Supplier's Masterfile**. Once you have entered this screen you will be presented with the following Customer Masterfile Screen (blank data) (screen shows AU configuration):

Supplier's Masterfile - EXPEDIENT DEVELOPMENT

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Supplier's Personnel Customs Notes ICS Registration

Supplier Details

Supplier Address Details

Client **DEMCON** DEMONSTRATION COMPANY

Supplier **DEMSUP** TEST SUPPLIER

Email **helens@expedientsoftware.com.au** Contact **EXPORT MANAGER**

Street **TEST SUPPLIER STREET** City **TEST SUPPLIER CITY**

Zip **ZIP12345** State **TEST SUPPLIER STATE**

Phone **123-4567890** External ID

Port and Other Information

Loading Country **AE** Customs Country **AE** Customs Preference **GEN**

Default Load Port **AEJEA** Customs Preference Rule

Pay Terms **14** Days Last Job **02/10/2013**

Special Notes **SUPPLIER SPECIAL NOTES**

Customs

Customs Code **CCE3349637E**

Related **No**

Valuation Basis

Forwarding

Shipping Terms **FOB**

Agent Sea **APC999**

Agent Air **APC999**

Document Register

Type	Description	Valid from	Expiry Date	Days to Expire	A
FAP	FCL ANNUAL PACKING DECLARATION	03/10/2013	02/10/2014	364	Y

Order Tracking

Supplier Reference

(1 of 1) OVR

Field Name	Description	Optional	Blank
Supplier Address Details Group			
Client	This is the Client Code from the Customer Masterfile. This indicates the Client & Supplier relationship.	Mandatory	Blank
Supplier	This is the Supplier associated with the Client. You can populate the Supplier by the Code or Description field. If you enter in the Supplier Code, then the Supplier Name also needs to be entered in manually. If you enter in the Supplier Name, then the system will automatically generate the Supplier Code. NOTE: You can still amend the Supplier Code. If special characters are entered in the Supplier Name, for e.g. &, !, etc, then it will ignore these characters.	Mandatory	Blank

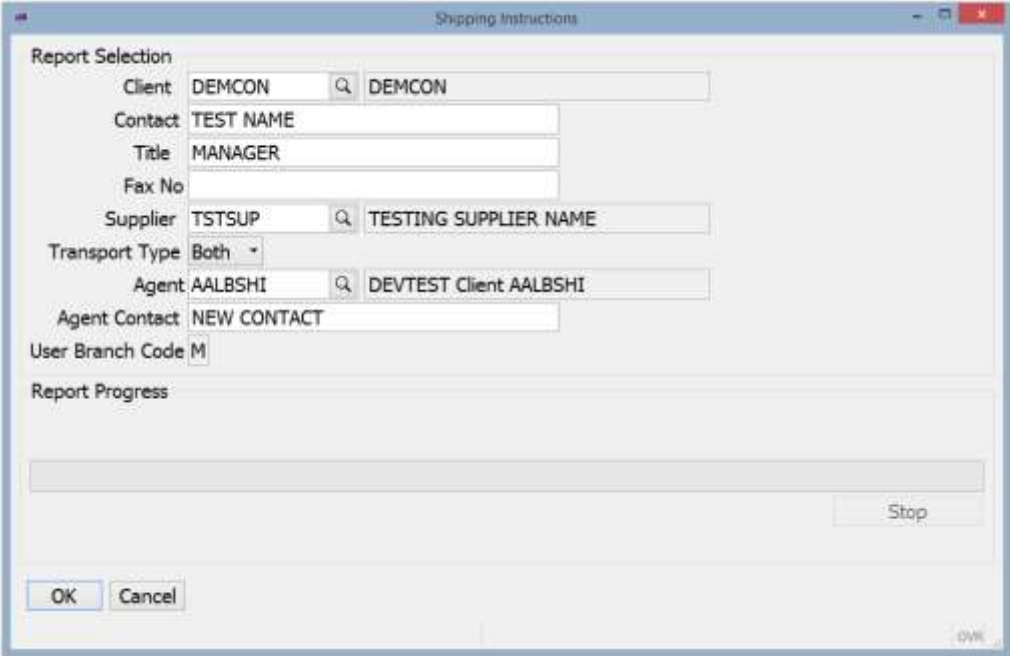
Email	This is the Email Address for the Supplier	Optional	Blank
Street	This is the Street Address for the Supplier	Optional	Blank
Zip	This is the Zip/Post Code for the Supplier	Optional	Blank
Phone	This is the Phone Number for the Supplier	Optional	Blank
Contact	This is the Contact Name for the Supplier	Optional	Blank
City	This is the Name of the City for the Supplier	Optional	Blank
State	This is the State where the Supplier is located	Optional	Blank

Double click on a row in the Document Register to open the Client Document Register in order to add or update Document information for the Supplier.

Shipping Instruction

A Shipping Instruction is a document advising details of cargo and exporters requirement of its physical movements.

Input the details as shown in the screenshot below and print the Shipping Instruction.



The screenshot shows a window titled "Shipping Instructions" with a "Report Selection" section. The fields are as follows:

- Client: DEMCON (with a search icon and a dropdown showing DEMCON)
- Contact: TEST NAME
- Title: MANAGER
- Fax No: (empty)
- Supplier: TSTSUP (with a search icon and a dropdown showing TESTING SUPPLIER NAME)
- Transport Type: Both (with a dropdown arrow)
- Agent: AALBSHI (with a search icon and a dropdown showing DEVTEST Client AALBSHI)
- Agent Contact: NEW CONTACT
- User Branch Code: M

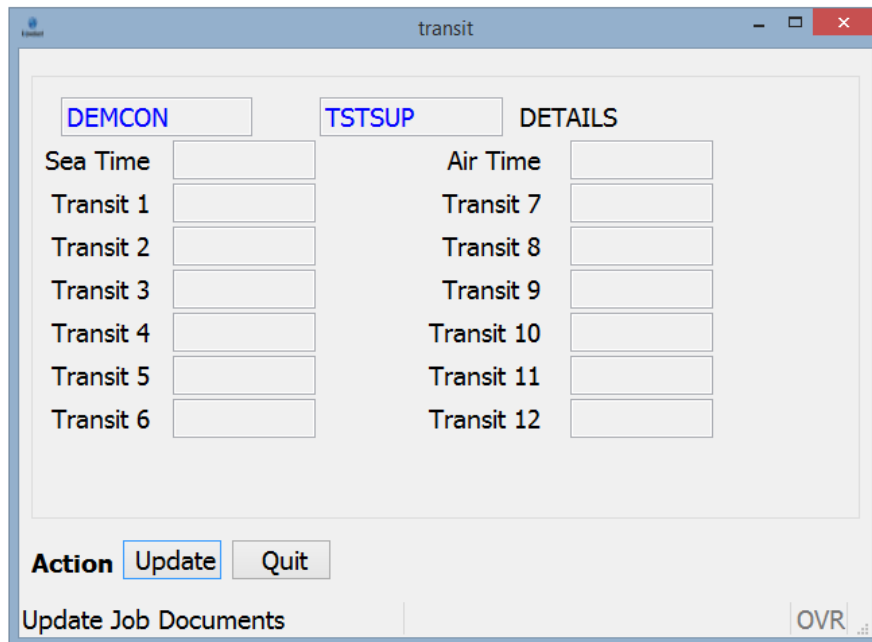
Below the fields is a "Report Progress" section with a progress bar and a "Stop" button. At the bottom are "OK" and "Cancel" buttons.

Transit Times

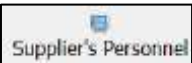
The Transit Times are used to determine the Lead Time.

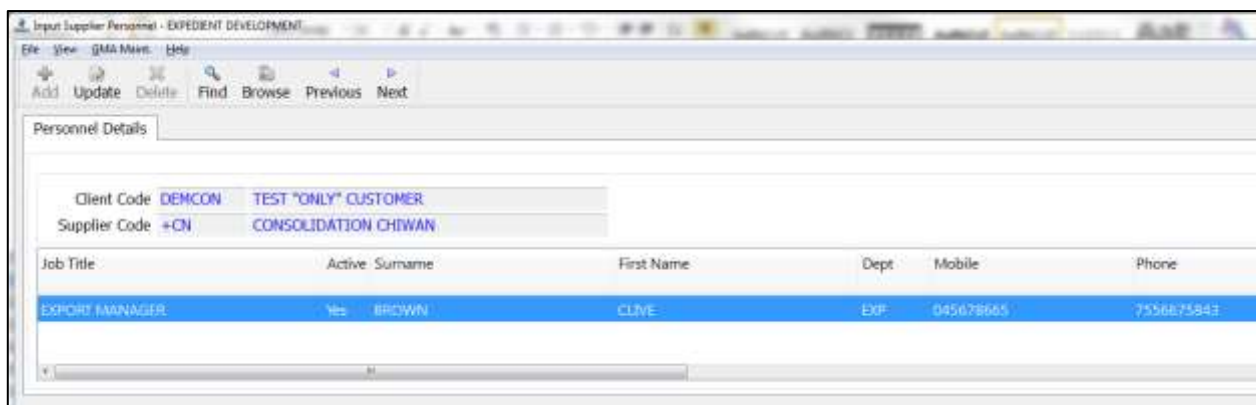
The Lead Time is the amount of time that elapses between when a process starts and when it is completed.

NOTE: The details are not to any report and has no connection to the Transit Time field in the Order Tracking Screen.




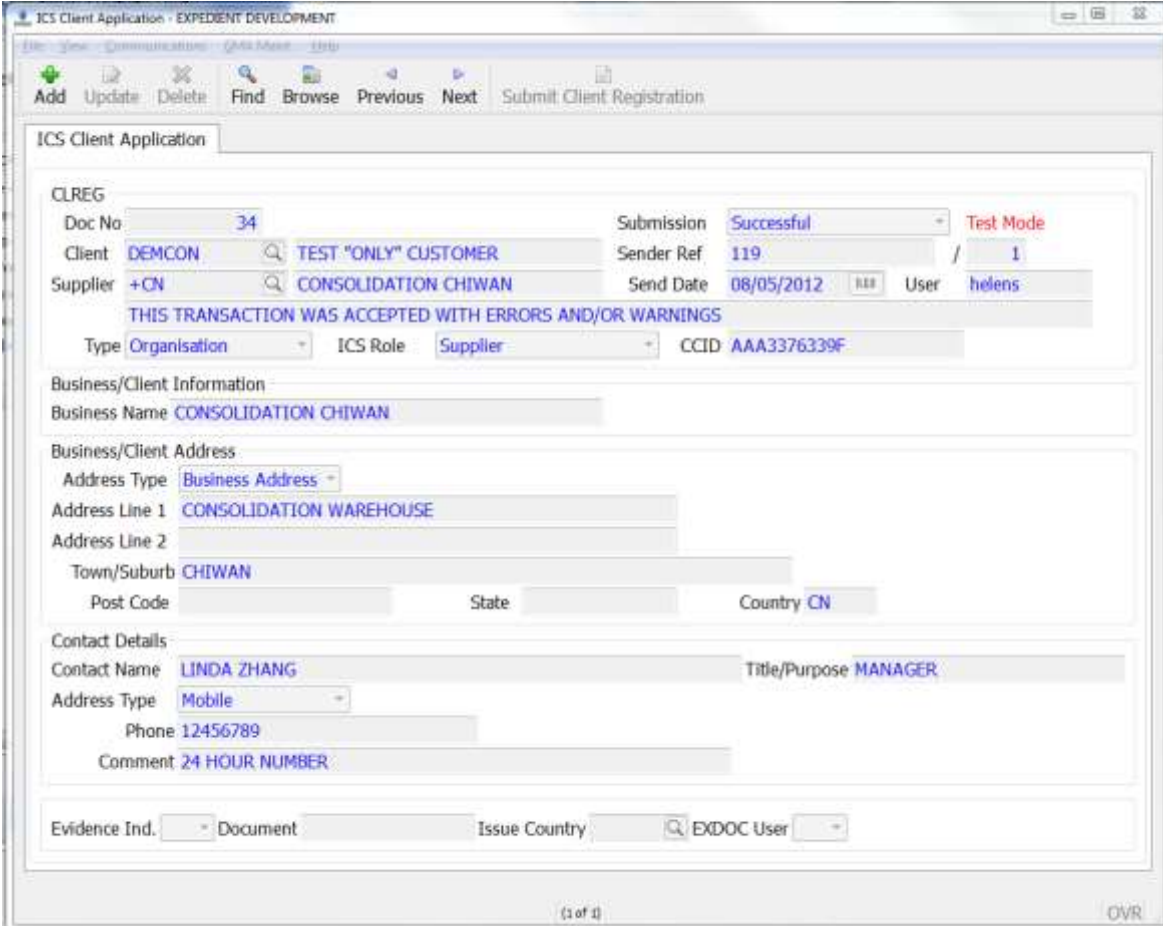
Supplier's Personnel

Use the toolbar button  to add and update contacts at the Supplier.



Register Supplier in ICS

Use the toolbar button  **ICS Registration** from the Supplier Masterfile to send information to Customs Australia to register the supplier business and receive a CCID.



The screenshot shows the 'ICS Client Application - EXPEDIENT DEVELOPMENT' window. The toolbar includes buttons for Add, Update, Delete, Find, Browse, Previous, Next, and Submit Client Registration. The main form is titled 'ICS Client Application' and contains the following fields:

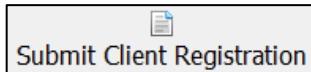
- CLREG**
 - Doc No: 34
 - Submission: Successful (Test Mode)
 - Client: DEMCON TEST "ONLY" CUSTOMER
 - Supplier: +CN CONSOLIDATION CHIWAN
 - Sender Ref: 119 / 1
 - Send Date: 08/05/2012
 - User: helens
- THIS TRANSACTION WAS ACCEPTED WITH ERRORS AND/OR WARNINGS**
- Type:** Organisation (ICS Role: Supplier) CCID: AAA3376339F
- Business/Client Information**
 - Business Name: CONSOLIDATION CHIWAN
- Business/Client Address**
 - Address Type: Business Address
 - Address Line 1: CONSOLIDATION WAREHOUSE
 - Address Line 2:
 - Town/Suburb: CHIWAN
 - Post Code:
 - State:
 - Country: CN
- Contact Details**
 - Contact Name: LINDA ZHANG (Title/Purpose: MANAGER)
 - Address Type: Mobile
 - Phone: 12456789
 - Comment: 24 HOUR NUMBER
- Evidence Ind.**: Document Issue Country: EXDOC User:

At the bottom, it shows '(1 of 1)' and 'OVR'.

Field Name	Description	Validation	Default
Type	This is the Customs Entity Type. This can consist of ABN Client (where you have the ABN on hand), Organisation (where you don't have the ABN), or Individual. The associated fields to the Type will display.	Mandatory	Blank
ICS Role	This is the type of business the Company / Individual is performing. Possible values are: <ul style="list-style-type: none"> • Importer • Exporter • Exporter Agent • Supplier • SAC Communicator • Air Cargo Reporter • Sea Cargo Reporter 	Mandatory	Blank

Field Name	Description	Validation	Default
CCID	This is the CCID reference received from Customs	Optional	From Customs
Business Name	This is the business name	Optional	Blank
Address Type	Select the address type from the pull down menu	Mandatory	Business Address
Address Line 1	This is the first line of the address	Optional	First line of address from Supplier Masterfile
Address Line 2	This is the second line of the address	Optional	Second line of address from Supplier Masterfile
Town/Suburb	This is the suburb for the address	Optional	Town/Suburb from the Supplier Masterfile
Post Code	This is the zip code or post code for the address	Optional	Post Code from the Supplier Masterfile
State	This is the state for the address	Mandatory for AUS addresses	State from the Supplier Masterfile
Country	This is the country for the address	Mandatory	Country from the Supplier Masterfile
Contact Name	This is the contact person for the business	Mandatory	Blank
Title/Purpose	This is the job title for the contact person	Mandatory	Blank
Address Type	Select a contact type from the pull down list. Various contact fields will appear relevant to the contact type chosen, e.g. if you select Mobile a Phone number field will appear	Optional	Blank
Evidence Ind.	This indicates whether Evidence of Identity is included	Optional	No

Field Name	Description	Validation	Default
Document	This is the reference for the document	Optional	Blank
Issue Country	This is the country issuing the identification document	Optional	Blank
EXDOC User	This indicates if the business is an AQIS EXDOC user	Optional	Blank

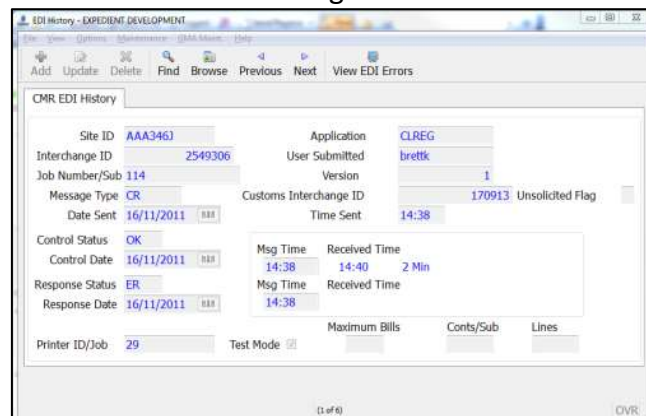


Click on **Submit Client Registration** in the toolbar to send the application to Customs ICS.

The response will be displayed in the Submission field together with date of submission and which user sent the application.

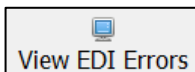
Submission	FAILED	
Sender Ref	114	/ 1
Send Date	16/11/2011	User: brett

History of the submissions to ICS can be seen using the Communications menu, EDI History

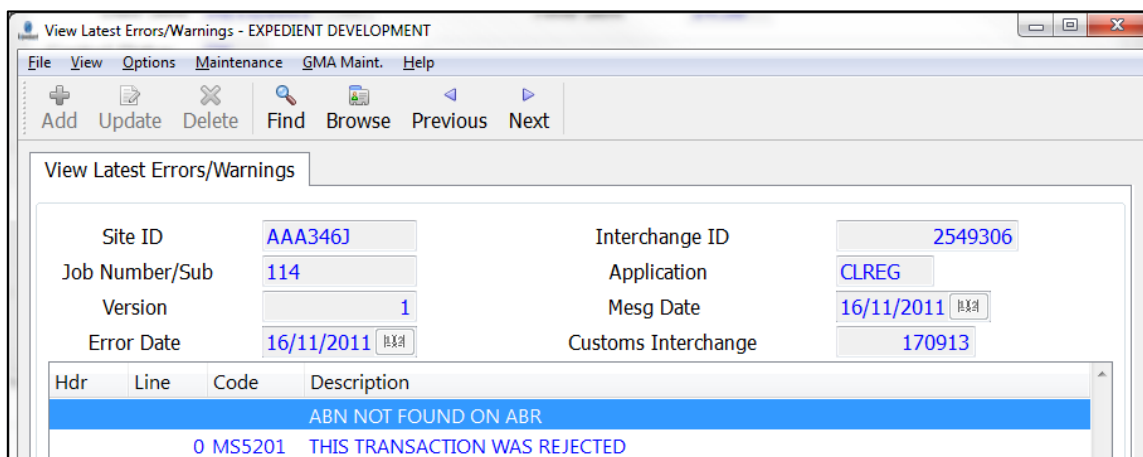


CMR EDI History

Site ID	AAA346J	Application	CLREG
Interchange ID	2549306	User Submitted	brett
Job Number/Sub	114	Version	1
Message Type	CR	Customs Interchange ID	170913
Date Sent	16/11/2011	Time Sent	14:38
Control Status	OK	Msg Time	14:38
Control Date	16/11/2011	Received Time	14:40
Response Status	ER	Msg Time	14:38
Response Date	16/11/2011	Received Time	14:38
Printer ID/Job	29	Maximum Bills	Conts/Sub
Test Mode		Lines	



Use the **View EDI Errors** in the toolbar of the EDI history screen to view EDI error messages in more detail.




View Latest Errors/Warnings - EXPEDIENT DEVELOPMENT

Site ID	AAA346J	Interchange ID	2549306
Job Number/Sub	114	Application	CLREG
Version	1	Mesg Date	16/11/2011
Error Date	16/11/2011	Customs Interchange	170913

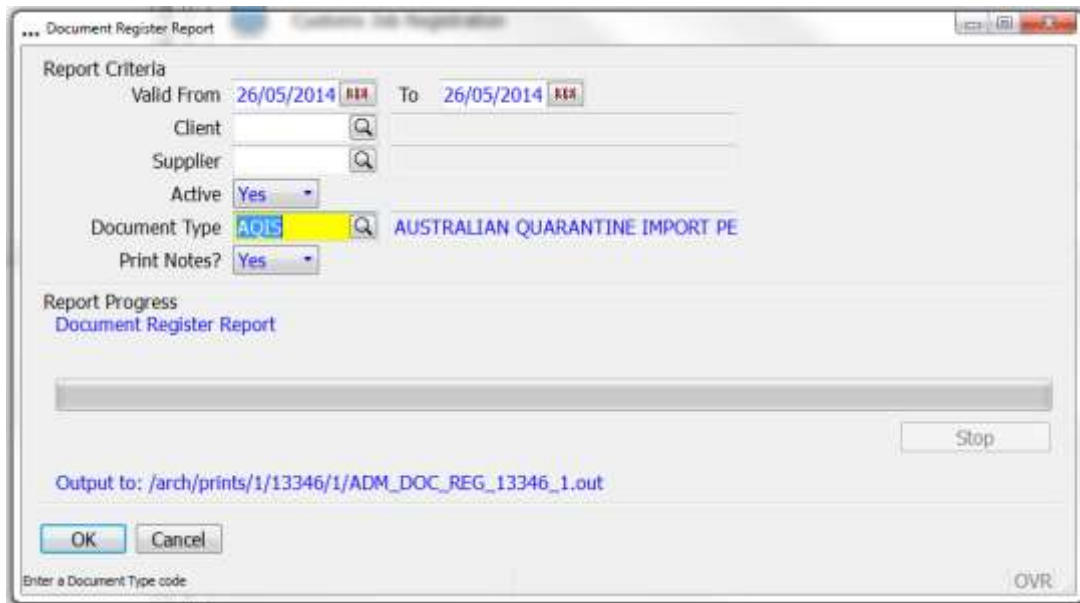
Hdr	Line	Code	Description
			ABN NOT FOUND ON ABR
	0	MS5201	THIS TRANSACTION WAS REJECTED

Customer Personnel

This is a quick way to view Personnel without going through the Customer Masterfile screen. Use  Find to search for the Personnel name or other details to locate the Personnel information.

Document Register Report

This option allows users to list documents that have expired or will expire within a selected date range for one or many clients. This option will provide an XLS output which could be sent to a client for their information.



Document Register Report

Report Criteria

Valid From: 26/05/2014 To: 26/05/2014

Client:

Supplier:

Active: Yes

Document Type: AOIS AUSTRALIAN QUARANTINE IMPORT PE

Print Notes? Yes

Report Progress

Document Register Report

Output to: /arch/prints/1/13346/1/ADM_DOC_REG_13346_1.out

OK Cancel

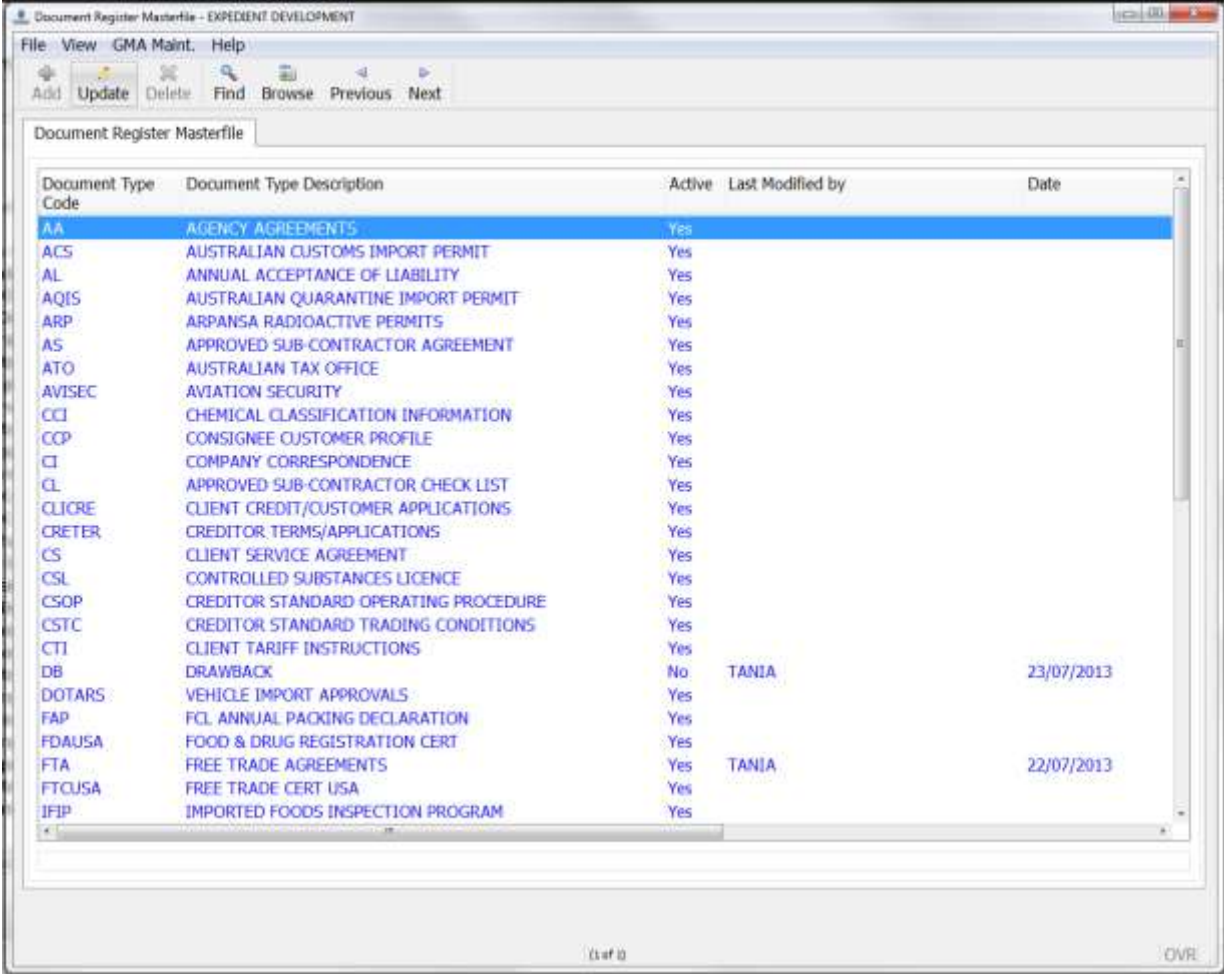
Enter a Document Type code

OVR

 TA Devtest Logistics Pty Ltd A.B.N. 26 079 073 426 281 Buckley Street Essendon VIC 3040 PH +61 3 9331 7860 FAX +61 3 9331 5075 WWW.TA-DEVTEST.COM.AU													
Document Register Report Printed by: HELEN STAPLEY 26/05/2014 16:02:57													
Client Code	Client Name	Client External ID	Supplier Code	Supplier Name	Supplier External ID	Document Type	Valid From	Valid To	Active?	Permit No	Created On	Created By	Sales Person
AALBSH	DEVTEST Client AALBSH	TESTHEL001	020.LTD	020 LTD		AVIATION SECURITY	26/05/2014	30/05/2014	Yes		26/05/2014	HELEN STAPLEY	TEST1 TEST2 TEST3
													12345234567

Document Register Masterfile

The types of documents available within the [Client Document Register](#) are maintained in the Administration>Document Register Masterfile screen.



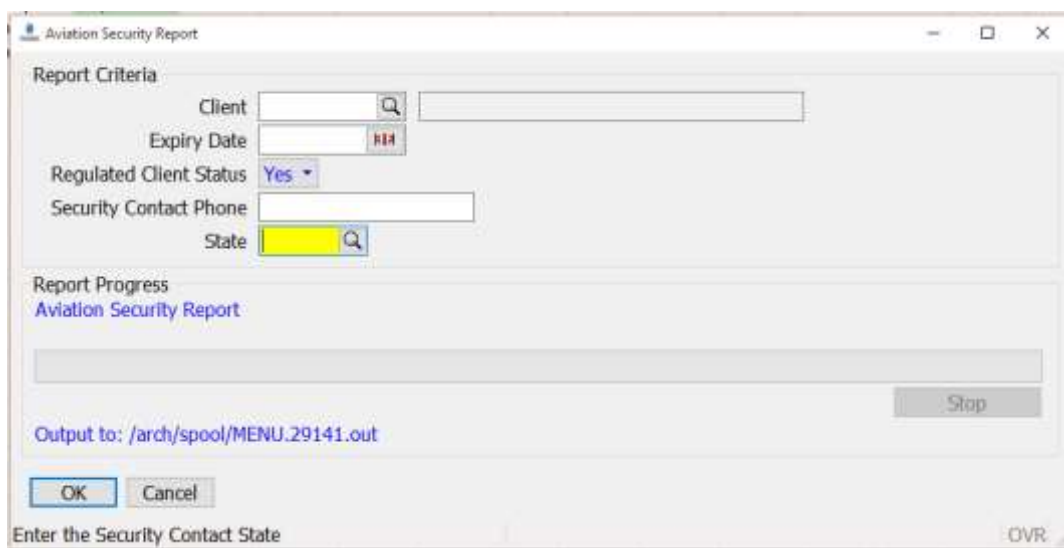
Document Type Code	Document Type Description	Active	Last Modified by	Date
AA	AGENCY AGREEMENTS	Yes		
ACS	AUSTRALIAN CUSTOMS IMPORT PERMIT	Yes		
AL	ANNUAL ACCEPTANCE OF LIABILITY	Yes		
AQIS	AUSTRALIAN QUARANTINE IMPORT PERMIT	Yes		
ARP	ARPANSA RADIOACTIVE PERMITS	Yes		
AS	APPROVED SUB-CONTRACTOR AGREEMENT	Yes		
ATO	AUSTRALIAN TAX OFFICE	Yes		
AVISEC	AVIATION SECURITY	Yes		
CCI	CHEMICAL CLASSIFICATION INFORMATION	Yes		
CCP	CONSIGNEE CUSTOMER PROFILE	Yes		
CI	COMPANY CORRESPONDENCE	Yes		
CL	APPROVED SUB-CONTRACTOR CHECK LIST	Yes		
CLICRE	CLIENT CREDIT/CUSTOMER APPLICATIONS	Yes		
CRETER	CREDITOR TERMS/APPLICATIONS	Yes		
CS	CLIENT SERVICE AGREEMENT	Yes		
CSL	CONTROLLED SUBSTANCES LICENCE	Yes		
CSOP	CREDITOR STANDARD OPERATING PROCEDURE	Yes		
CSTC	CREDITOR STANDARD TRADING CONDITIONS	Yes		
CTI	CLIENT TARIFF INSTRUCTIONS	Yes		
DB	DRAWBACK	No	TANIA	23/07/2013
DOTARS	VEHICLE IMPORT APPROVALS	Yes		
FAP	FCL ANNUAL PACKING DECLARATION	Yes		
FDAUSA	FOOD & DRUG REGISTRATION CERT	Yes		
FTA	FREE TRADE AGREEMENTS	Yes	TANIA	22/07/2013
FTCUSA	FREE TRADE CERT USA	Yes		
IFIP	IMPORTED FOODS INSPECTION PROGRAM	Yes		


Additional document types can be added in this screen using the **Append** button. Duplicate codes cannot be added but you can rename document types and you can make inactive the document types that you do not want to store for your clients. If a document type is made inactive in this screen the document will be made inactive in your Client Document Registers.

Aviation Security Report

This option provides the ability to search on and create a CSV report of the details stored in the Aviation Security tab of the Customer Masterfile for Exporters.

- Administration
 - Customer Masterfile
 - Suppliers Masterfile
 - Parts ID Masterfile
 - Delivery Addresses
 - Customer Personnel
 - Document Register Report
 - Document Register Masterfile
 - Aviation Security Report**
 - Country Code Masterfile

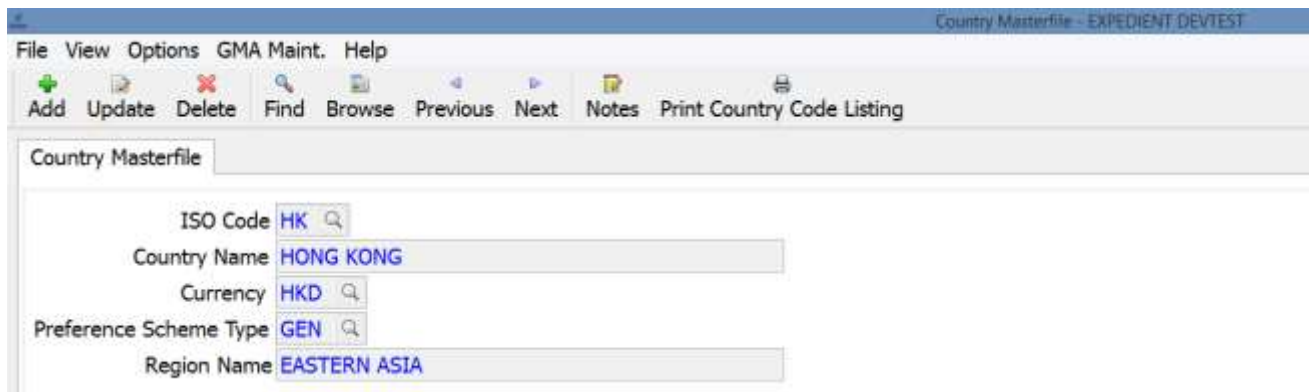


Field Name	Description	Validation	Default
Client	Enter a client code or leave blank to report on all Exporters. Use  to search for a Client Code	Optional	Blank
Expiry Date	Enter the Expiry Date you are reporting on. This date will match the Expiry Date in the Aviation Security tab in the Customer Masterfile for the Exporters	Optional	Blank
Regulated Client Status	Report on Regulated Clients or Unregulated Clients. This field matches to the Regulated Client Status in the Aviation Security tab	Optional	Blank
Security Contact Phone	Use this field to find contacts in specific states	Optional	Blank
State	Use this field to find Clients in specific states	Optional	Blank

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
Customer	Account No	State	During	Customer	Customer	Regulation Method	Previous	Previous	Previous	Signed	Underlying	Underlying	Underlying	PHAT	Company	Phone	Fax	Email
EXPORT Client AARTIST	AARTIST	ACT	24/04/2012	ONE SIDE	Yes	Client of another RACA for at least 2 yr	5014077	5014077	5014077	Yes	50/01/2012	14/01/2012	Yes	R.C. COMPANY	000700	000000		
EXPORT Client AC	AC	NEW	12/04/2012	DEAN FREDERICK	Yes	2 successful shipments	5014077	5014077	5014077	Yes			Yes					
EXPORT Client NACOMPA	NACOMPA		1/10/2008	BRAD TRON	Yes								No					
EXPORT Client NOTRINT	NOTRINT		20/10/2011	GEORGE GEORGE	Yes			5014077	5014077	5014077	No		5/05/2011	No	SAVIN WILLIAMS			

Country Code Masterfile

This Masterfile lists all the ISO Country Codes in Expedient, along with their Currency.



The screenshot shows the 'Country Masterfile - EXPEDIENT DEVTEST' window. It has a menu bar (File, View, Options, GMA Maint., Help) and a toolbar with icons for Add, Update, Delete, Find, Browse, Previous, Next, Notes, and Print Country Code Listing. Below the toolbar is a tab labeled 'Country Masterfile'. The main area contains five fields with zoom icons:

- ISO Code: **HK**
- Country Name: **HONG KONG**
- Currency: **HKD**
- Preference Scheme Type: **GEN**
- Region Name: **EASTERN ASIA**

Field Name	Description	Validation	Default
ISO Code	Enter the ISO Country Code. Use the Zoom attached to select from the ISO Code List.	Mandatory	Blank
Country Name	Country Name of the ISO Code. This field will auto-populate when selecting an ISO Code. The Name of the Country can be changed if necessary.	Mandatory	Blank
Currency	Currency associated with the ISO Country Code. Use the Zoom attached to select from the Currency Code List.	Mandatory	Blank
Preference Scheme Type	Preference Scheme associated with the Country. This information is provided by Customs. Use the Zoom attached to select from the list of Codes.	Mandatory	Blank
Region Name	This information is retrieved from the Region Code Masterfile. Read Only field.	Region Code Masterfile	

Vessels Masterfile

The Vessel's Masterfile holds all of the Vessel information and the most recent 1-Stop or Lloyds DCN Vessel Arrival Information.

1-Stop Vessel Masterfile

The 1-stop Vessels information covers both import arrivals and export departure information. See below for the information that is retrieved from 1-Stop

Ship Maintenance and Enquiry Screen - EXPEDIENT DEVELOPMENT

Add Update Delete Find Browse Previous Next Vessel Arrivals Vessels Report

Vessel

Vessel Code ANLWAN
 Name of Vessel ANL WANGARATTA12345678901234567890112233
 Lloyd's No. 9334167
 IN Voyage ID 0605
 First Port AUJEL
 Date of Arrival 1st Port 14/10/2014
 Shipping Co ANL CONTAINER LINE
 Comments

Arrival Dates - All Ports

Port	Voy IN	Estimated Arrival Date	Estimate Voy OUT	ETD	First Avail Date	First Avail Time	First Free Date	First Free Time	Storage	Actual Arrival Date	Actual Arrival Time	Actual Departure Date	Actual Dep Time
AUJEL	0605	14/10/2014	15:30	060N	16/10/2014	15/10/2014	22:30		19/10/2014	14/10/2014	14:42		
AUSYD	0605	17/10/2014	18:00	060N	18/10/2014	18/10/2014	14:00		22/10/2014				
AUBNE	0605	20/10/2014	07:30	060N	22/10/2014								

(1 of 1)

Expedient runs a process to update the Vessels Masterfile from the 1Stop information.

If a user has corrected an ETA Date for a particular port against the Vessel in the Vessels Masterfile (see below)

Arrival Dates - All Ports																		
Port	Voy IN	ETA	Voy OUT	ETD	ree	First Free Time	Storage	Actual Arrival Date	Actual Arrival Time	Actual Departure Date	Actual Dep Time	Terminal	Receive Start	Start Time	Cutoff Date	Cutoff Time	Correction Flag	Corrected By
AUJEL	0445	03/01/2013	044N	02/01/2013	/2013	14:30	06/01/2013	01/01/2013	13:22	02/01/2013	14:25	CCWMS	27/12/2012	00:00	31/12/2012	14:30	Updated	taniab
AUSYD	0445	04/01/2013	044N	05/01/2013	/2013	00:00	09/01/2013	04/01/2013	05:42			CTLPB	30/12/2012	00:00	03/01/2013	14:35		

In the above example the user taniab has changed the ETA for Melbourne from the 1/1/2013 (as reported by 1 Stop, to 03/01/2013 (the correct date).

This date will now be used in the Consol and Job Registration Screen, and the Shipment screen and will continue to use this date instead of the 1Stop date if that date is different to the 3/1/2013

Users can also manually add a new Port and Estimated Arrival Departure Dates and Times to a Vessel in the Vessels Masterfile (if 1Stop has not reported it (i.e. Adelaide). This new port and date and time will then be used in the above Ships Process. (see below date for AUFRE which has been added manually)

Ship Maintenance and Enquiry Screen - EXPEDIENT (2013/11/11)

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next Visual Arrivals Vessels Report

Vessel

Vessel Code: **ANLWAN**
 Name of Vessel: **ANL WANGARATTA**
 Lloyd's No.: **9334167**
 IN Voyage ID: **0445**
 First Port: **AUMEL**
 Date Of Arrival 1st Port: **02/01/2013**
 Shipping Co: **ANL CONTAINER LINE**
 Comments:

Arrival Dates - All Ports

Port	Voy IN	ETA	Voy OUT	ETD	First Avail Date	First Arr Time	First Free Date	First Free Storage Time	Arrival	Arrival Time	Departure	Dep Time	Terminal	Receive Start	Start Time	Cutoff Date	Cutoff Time	Correction Flag	Con By
AUMEL	0445	02/01/2013	0444	02/01/2013	02/01/2013 14:30	02/01/2013 14:30	06/01/2013	01/01/2013 01:30	02/01/2013	02:30	02/01/2013	14:25	CTUWH	22/12/2012	00:00	31/12/2012	14:30	Updated	sc
AUSYD	0445	04/01/2013	0444	05/01/2013	05/01/2013 14:00	06/01/2013 00:00	09/01/2013	04/01/2013 05:42	05/01/2013	05:42	06/01/2013	05:54	CTUWH	30/12/2012	00:00	01/01/2013	14:35		
AUENE	0445	06/01/2013	0444	06/01/2013	08/01/2013 16:00	08/01/2013 00:00	12/01/2013	06/01/2013 22:20	08/01/2013	05:54	08/01/2013	05:54	CONF1	01/01/2013	00:00	05/01/2013	14:00		
AUENE	0445	09/01/2013	0444	11/01/2013	11/01/2013 00:00	12/01/2013 09:00												Added	sc

Lloyds Vessel Masterfile

This screen shows the vessel information received from Lloyds which covers arrival information into Australian Ports.

Ship Maintenance and Enquiry Screen - Connor Anderson International

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Print Vessel Information

Vessel

Vessel Code: **MOLWIN**
 Name of Vessel: **MOL WINTER**
 Lloyd's No.: **9323041**
 Port:
 Date of Arrival:
 Voyage ID:
 First Port:
 Date Of Arrival 1st Port: **08/04/2015**
 Shipping Co: **PO Shipping Agendes**
 Comments:

Arrival Dates - All Ports

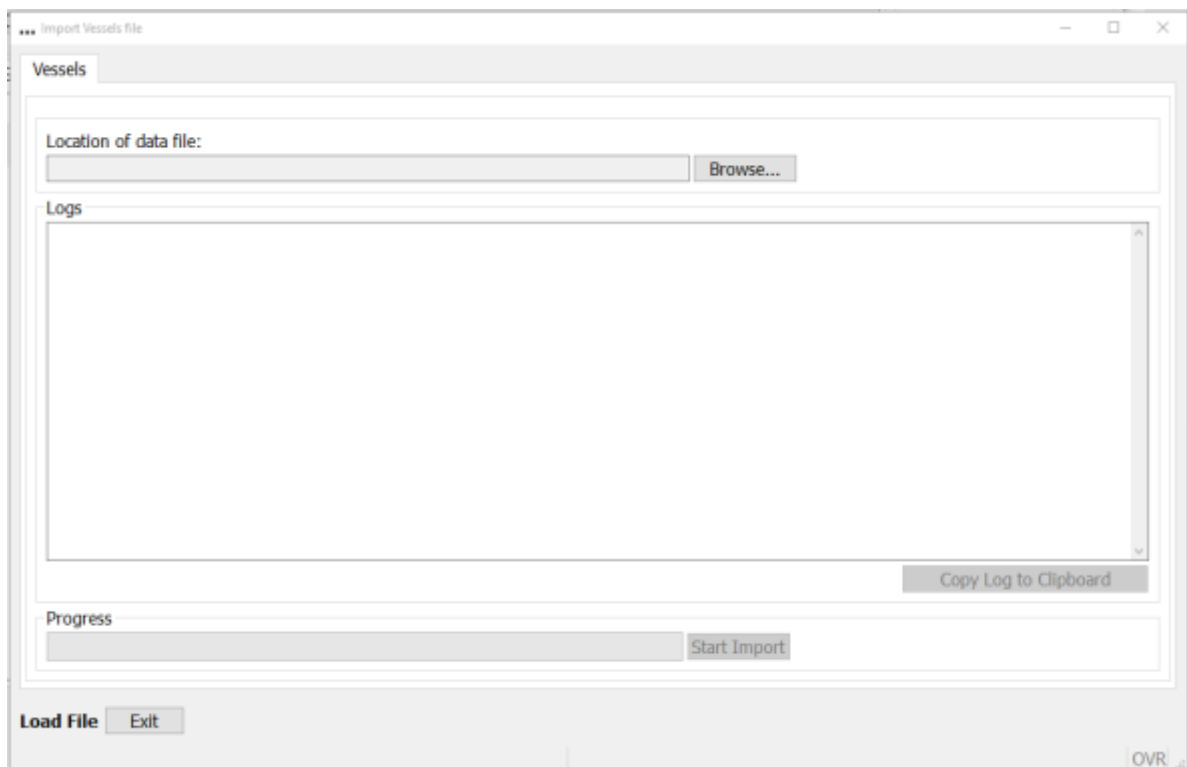
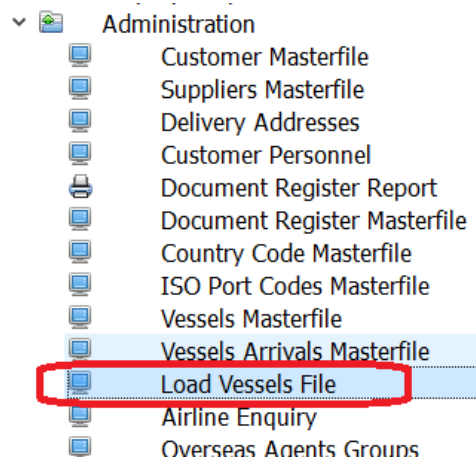
Sydney	Melbourne	Brisbane	Adelaide	Fremantle	Port Kembla
18/02/2014	15/02/2014				

(1 of 1) OVR

LOAD VESSELS FILE

The Vessel movements are received by email from Lloyds. If you receive the Lloyds information by email use the following steps to load the file into Expedient.

1. Within the email from Lloyds click the link to Download CSV
2. Open the file. This is a .xls file.
3. Save the file as a .csv to your Desktop
4. Go to the Expedient menu option Administration>Load Vessels File

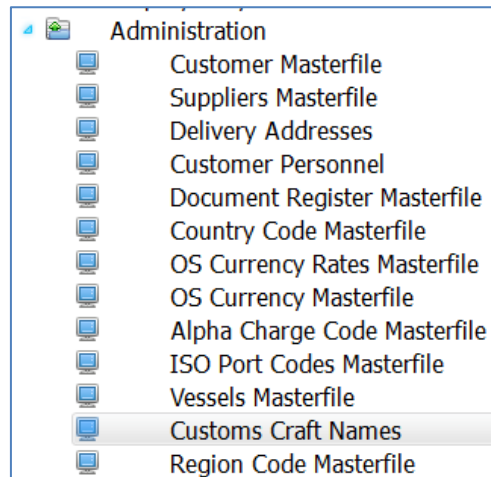


5. Use the Browse button to locate the file and click Start Import.
6. The file will load. If Expedient finds any problems in the file the errors will be listed in the screen.

7. When the file load is successful Expedient will update the Vessel Masterfile, update all Consols and Jobs that are affected by the Vessel Information and run reports to the Users who receive the change reports.

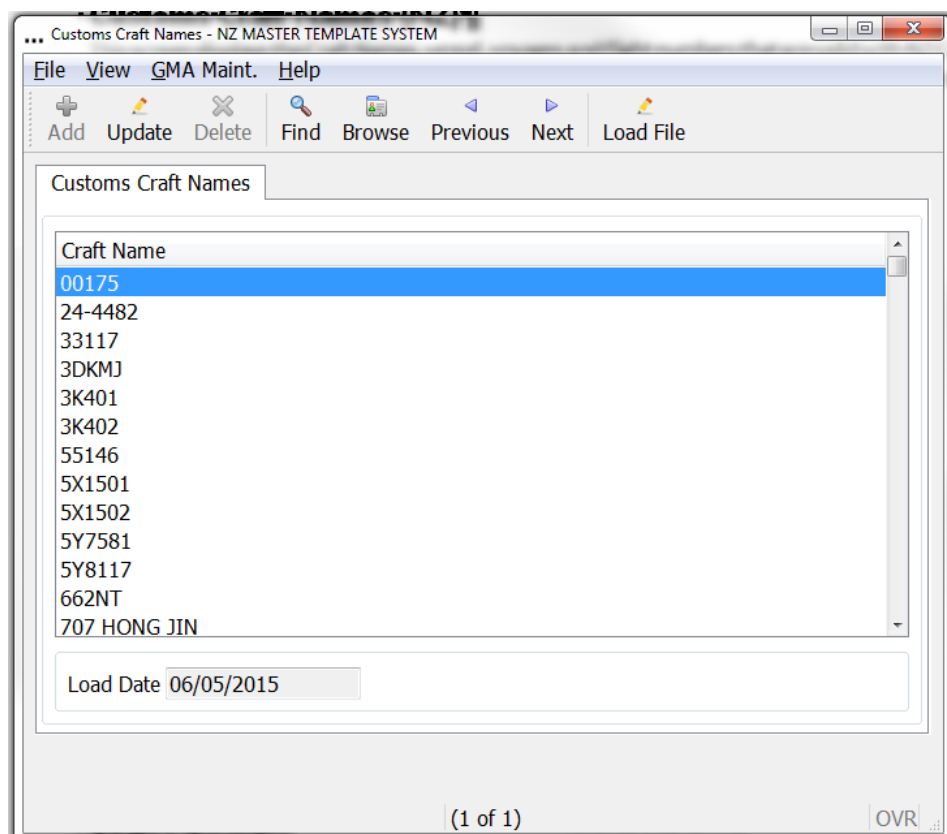
Customs Craft Names (NZ)

This screen displays the Craft Names, vessel, voyages and flight numbers that are valid with NZ Customs. This list is provided regularly by Customs. This screen allows the list to be uploaded into Expedient.

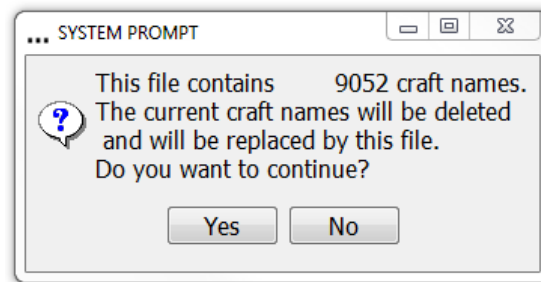


The list provided by NZ Customs is available [here](#).

From this web page download the file craftnames.txt to your PC. Do not change the file format.



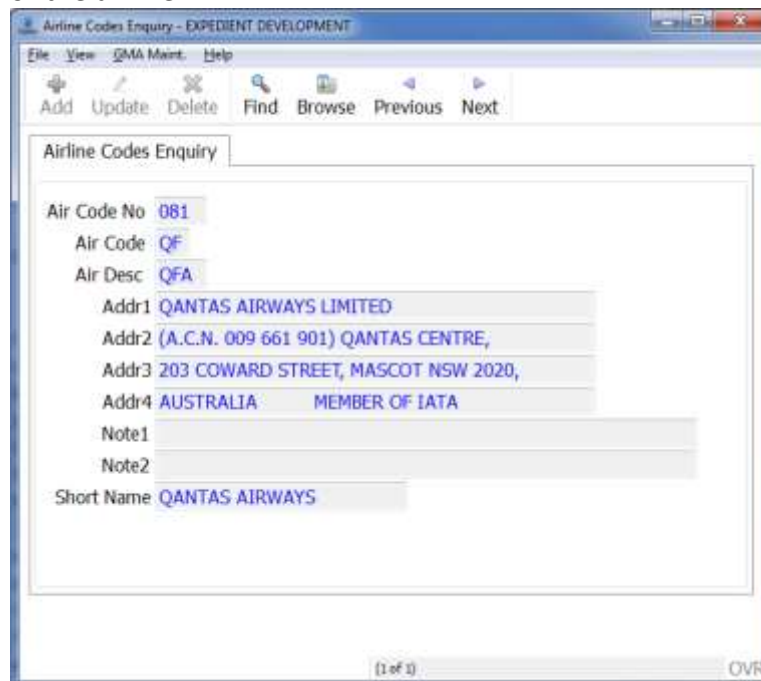
Click on  toolbar button to locate and load the file.



The list of vessels will be refreshed in Expedient.

Airline Enquiry

This Screen allows users to Search for valid airlines that are in Expedient. If an airline doesn't exist within Expedient, please lodge a support ticket with Expedient Software with all of the valid code and address details for the airline.



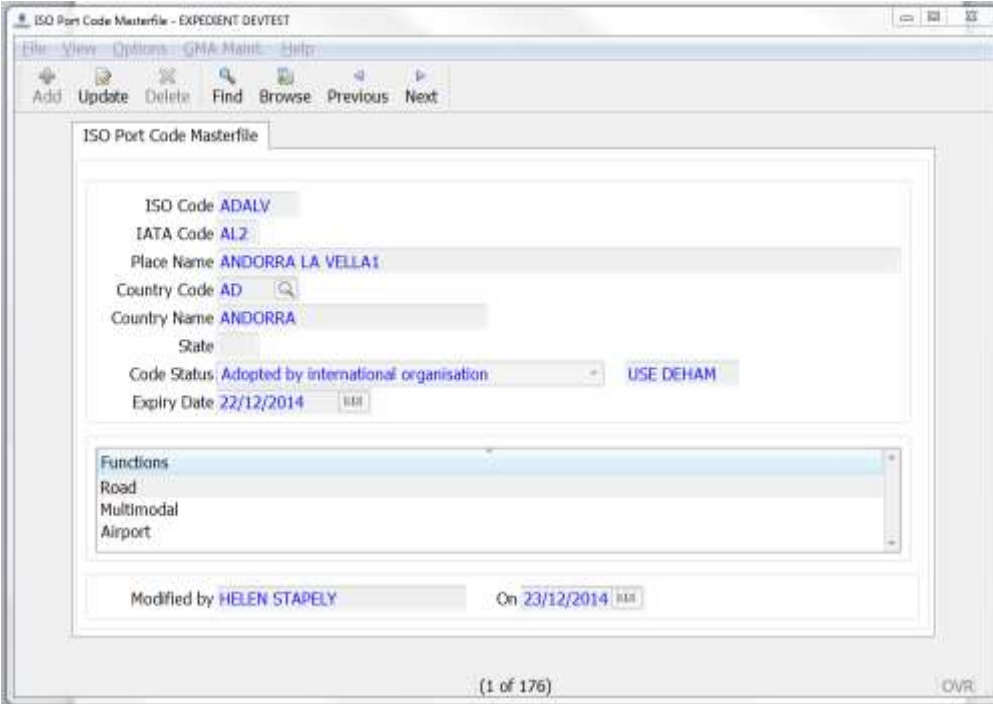
Autosend Email Forwarding

This screen caters for the Customs Email Responses for the auto Underbonds.



ISO Port Codes Masterfile

This Screen allows users to view and updates some of the information on ISO Local Codes. This information is loaded nightly from the United Nations.



Field Name	Description	Validation	Default
ISO Code	This is the ISO Local Code which has five characters	N/A	N/A
IATA Code	This is the code used by IATA to identify the airport at this site. This can be updated at your site if the correct IATA code has not been provided by UN.	Optional	N/A
Place Name	This is the standardized place name advised by the UN. This can be updated if required.	Mandatory	N/A
Country Code	This is the two letter ISO Country Code	N/A	N/A
Country Name	This is the standardized country name associated with the Country Code	N/A	N/A
State	This is the state code	N/A	N/A
Code Status	This is the current status of the code as advised by the UN. If the UN advises that the code is going to be removed they may provide the correct port code to use	N/A	N/A
Expiry Date	This is the date the port code will be removed. This is 6 months after the UN advise the code has been removed. This matches the period AU Customs continue to accept the code in Import and Export Entries.	N/A	N/A
Functions	This is a list of the transport modes at the site	N/A	N/A

You can receive a list of the port codes updated by the UN file by ticking the UR_PORT_LOAD option in User Options in the User Masterfile. You will receive an email with a CSV report listing the ports.

Alpha Charge Code Masterfile

The Alpha Code Masterfile stores the alpha characters (either 2 or 3 characters) that are used for add charge lines to invoices. Alpha Charge Codes are directly related to the General Ledger Chart of Accounts.

Before adding any data in here the related Chart of Accounts need to be added first.



Maintenance Screen For Alpha Codes - EXPEDIENT DEVTEST

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Print Alpha Code List

Alpha Codes

Note: For Charge Codes billing out or paying out, ensure you add the related Chart of Accounts in GL MENU FIRST

Alpha Code: DU

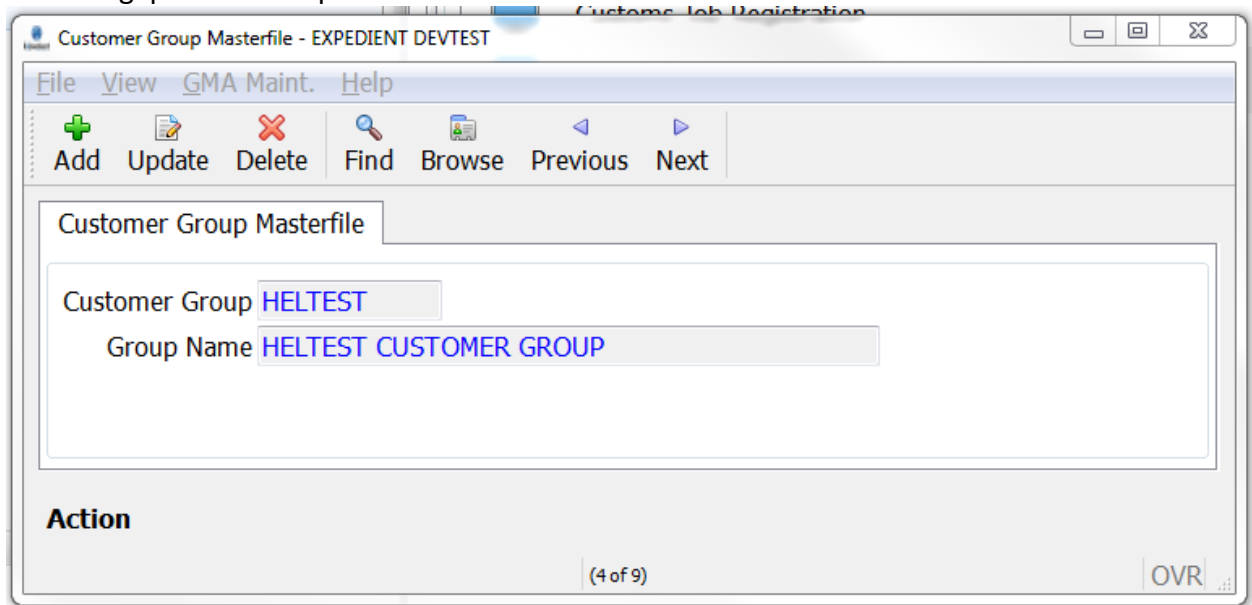
Account No: 2300 DUTY GST AND CUSTOMS FEES

GST Percentage: 0.000

(1 of 250) OVR

Customer Groups

This screen holds the group names and descriptions for the Customer Groups. Clients can be assigned to Import, Export and Transport Customer Groups in the Customer Masterfile. This information is used in Job Tracking queries and reports.



Customer Group Masterfile - EXPEDIENT DEVTEST

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Customer Group Masterfile

Customer Group: HELTEST

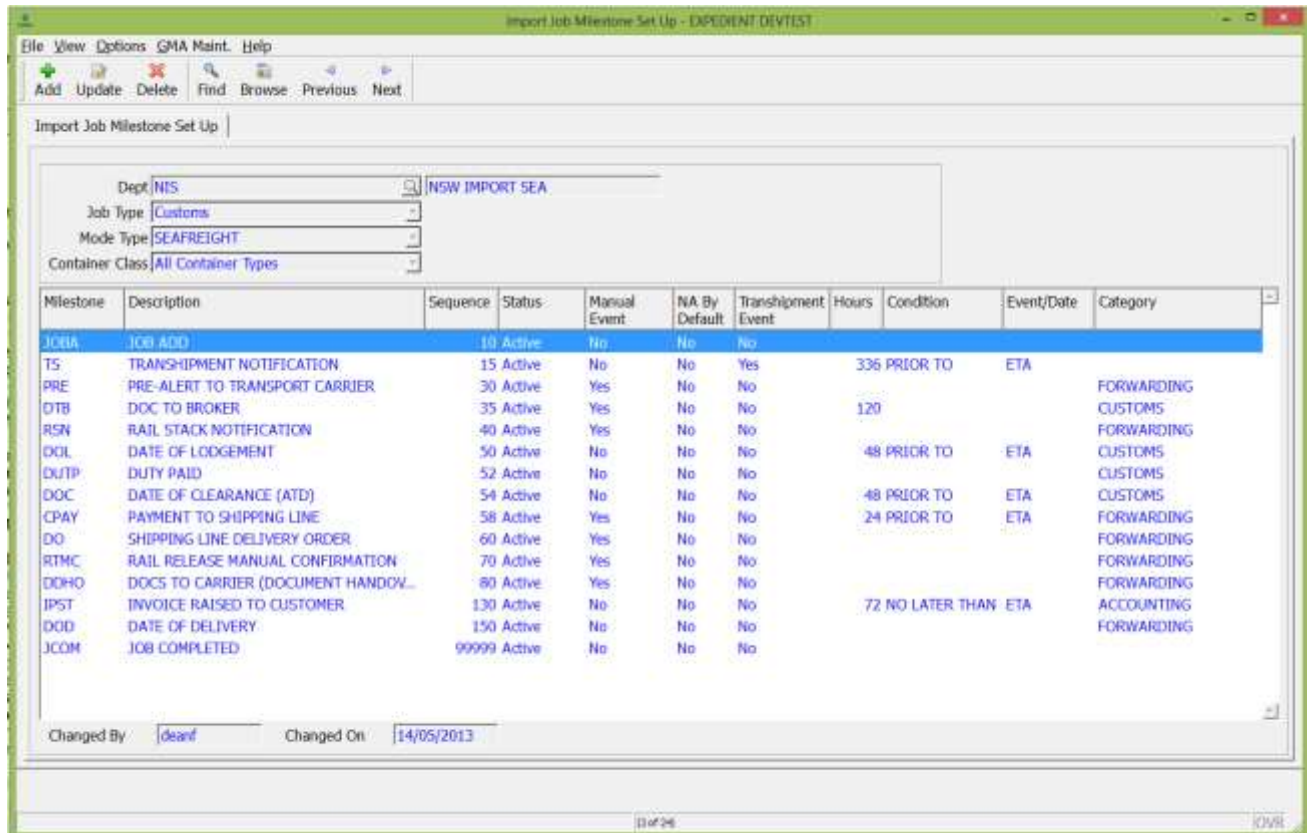
Group Name: HELTEST CUSTOMER GROUP

Action

(4 of 9) OVR

Workflow

Input Import Job Milestones



Import Job Milestone Set Up - EXPEDIENT DEVTEST

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next

Import Job Milestone Set Up

Dept: **NIS** NSW IMPORT SEA

Job Type: **Customs**

Mode Type: **SEAFREIGHT**

Container Class: **All Container Types**

Milestone	Description	Sequence	Status	Manual Event	NA By Default	Transshipment Event	Hours	Condition	Event/Date	Category
JOBA	JOB ADD	10	Active	No	No	No				
TS	TRANSHIPMENT NOTIFICATION	15	Active	No	No	Yes	336	PRIOR TO	ETA	
PRE	PRE-ALERT TO TRANSPORT CARRIER	30	Active	Yes	No	No				FORWARDING
DTB	DOC TO BROKER	35	Active	Yes	No	No	120			CUSTOMS
RSN	RAIL STACK NOTIFICATION	40	Active	Yes	No	No				FORWARDING
DOL	DATE OF LODGEMENT	50	Active	No	No	No	48	PRIOR TO	ETA	CUSTOMS
DUTP	DUTY PAID	52	Active	No	No	No				CUSTOMS
DOC	DATE OF CLEARANCE (ATD)	54	Active	No	No	No	48	PRIOR TO	ETA	CUSTOMS
CPAY	PAYMENT TO SHIPPING LINE	58	Active	Yes	No	No	24	PRIOR TO	ETA	FORWARDING
DO	SHIPPING LINE DELIVERY ORDER	60	Active	Yes	No	No				FORWARDING
RTMC	RAIL RELEASE MANUAL CONFIRMATION	70	Active	Yes	No	No				FORWARDING
DDHO	DOCS TO CARRIER (DOCUMENT HANDOV...	80	Active	Yes	No	No				FORWARDING
IPST	INVOICE RAISED TO CUSTOMER	130	Active	No	No	No	72	NO LATER THAN	ETA	ACCOUNTING
DOD	DATE OF DELIVERY	150	Active	No	No	No				FORWARDING
JCOM	JOB COMPLETED	99999	Active	No	No	No				

Changed By: **deanf** Changed On: **14/05/2013**

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This screen is used to set up the milestones that will be assigned to each job on creation (or entry into the workflow).

HEADER

Job milestones are assigned to a job upon creation (ie the "JOBA" Job Add event)

The header fields are used to determine which set of milestones is applicable to a job when it is created. The "profile" of the job is first determined and then a match for that profile is found in this screen. NOTE: The search for a match for the profile occurs in stages. That is, if a specific match is not found then a more general match is searched for and if no match is found then the default set of milestones will be used. The default set of milestones is the set where all header fields are "ALL".

Field	Description	
Dept	Department Zoom to view all departments ALL for All Departments	
Job Type	Customs	Applies to jobs where the broker is Own Company.
	Freight Forwarding	Applies to jobs where the forwarder is Own Company.

	Both Customs and Freight Forwarding	Applies to jobs where both broker and forwarder are Own Company
	All	Applies to all jobs
Mode Type	<p>This field corresponds to the “Job Type” field on the job registration screen.</p> <p>Examples of this are:</p> <p>AIRFREIGHT SEAFREIGHT MISCELLANEOUS ALL for All</p>	
Container Class	<p>This field corresponds to the “Job Class” field on the job registration screen.</p> <p>Examples of this are:</p> <p>FCL, LCL/FAK, BULK CARGO ALL for All</p>	

Valid Header Value Combinations

Dept	Job Type	Mode Type	Container Class
All	All	All	All
User Entered	User Entered	User Entered	User Entered
User Entered	All	All	All
User Entered	User Entered	All	All
User Entered	User Entered	User Entered	All
User Entered	All	All	User Entered
User Entered	All	User Entered	User Entered
User Entered	User Entered	All	User Entered

DETAIL

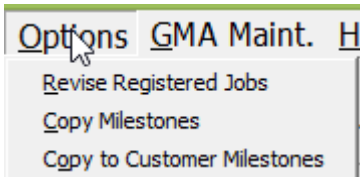
This section of the screen is used to define the steps involved in the lifecycle of a job and the sequence in which they occur.

Each milestone sequence must begin with the JOBA (Job Add) event and finish with the JCOM (Job Completed) event.

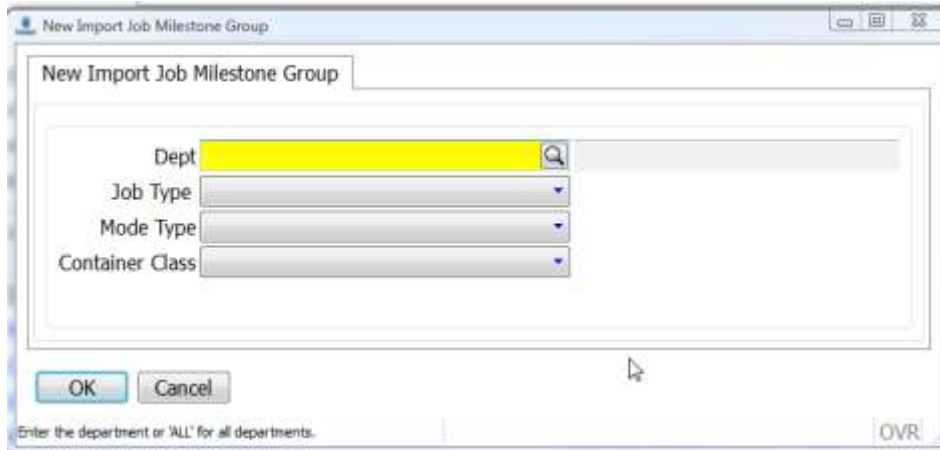
Field	Description
Milestone	<p>This is an event code.</p> <p>Any event can be used as a milestone.</p> <p>This milestone will be completed against a job when the event itself has been created. This may occur automatically via a system process.</p> <p>The completion of any milestone will update the status of the job. The status of the job is always the last completed milestone.</p> <p>The status of a job will not be marked as "JCOM" (Job Complete) until all milestones are completed or marked N/A.</p> <p>Milestones that are completed by the creation of an event cannot be "uncompleted".</p>
Description	This displays the description of the event.
Sequence	<p>A positive number indicating the numeric sequence in which the milestones are expected to be completed.</p> <p>NOTE: Milestones can be completed out of sequence.</p>
Active	A milestone must be marked as active in order to be allocated a job when it is created.
Manual	<p>A manual milestone can be completed manually.</p> <p>That is, the "Milestones" option can be used to enter a milestone completion date and time.</p> <p>When a user enters a milestone completion date and time against the milestone, this creates an event. This means that the milestone cannot be "uncompleted".</p>
NA By Default	This indicates that this milestone is created as N/A. The user has the option to untick the N/A flag against the job after creation.
Transshipment	This indicates that this milestone is only applicable to jobs where the Vessel on the job registration screen is "T/S" or "TS" or the "First Vessel" is populated.
Hours	<p>To be used with Condition and Event</p> <p>When the event is a date, hours should be in 24 hours amounts (eg 48)</p>
Condition	<p>To be used with Hours and Event</p> <p>Select a condition from the predefined zoom list.</p>
Event	<p>To be used with Hours and Condition</p> <p>Select an event from the predefined zoom list.</p>
The Hours, Condition, Event combination determines an exception condition for the milestone.	

NOTE: The event can be another milestone event in the same sequence. In this case the number of hours for the condition can be less than 24 hours.

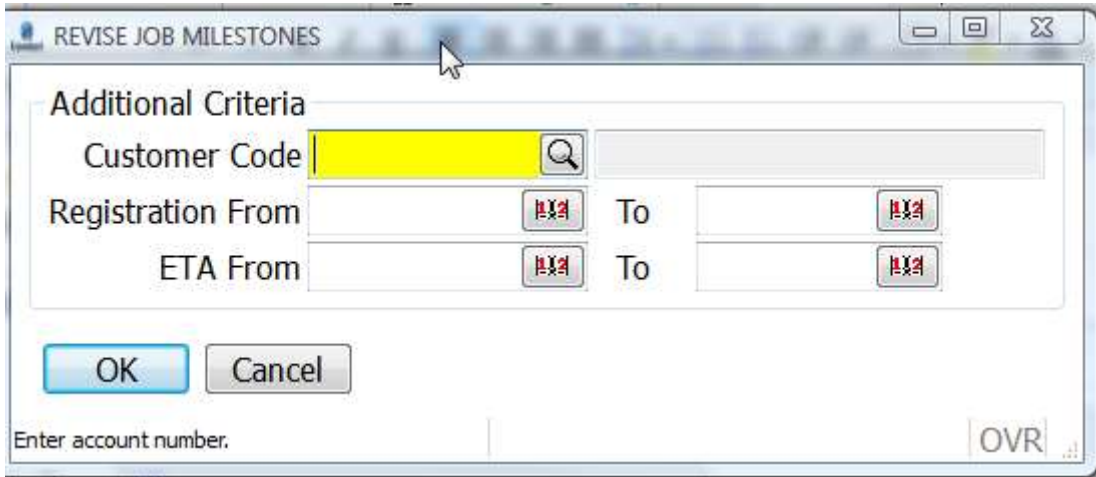
Category	<p>This is the category of the milestone.</p> <p>Refer : Definition of Milestone Categories</p> <p>This is used to indicate the department that is responsible for the completion of this milestone.</p>
----------	--



Option	Description
Copy Milestones	This option allows you to copy the currently displayed set of milestones. When selecting this option you will be required to enter the new Job Milestone profile information.



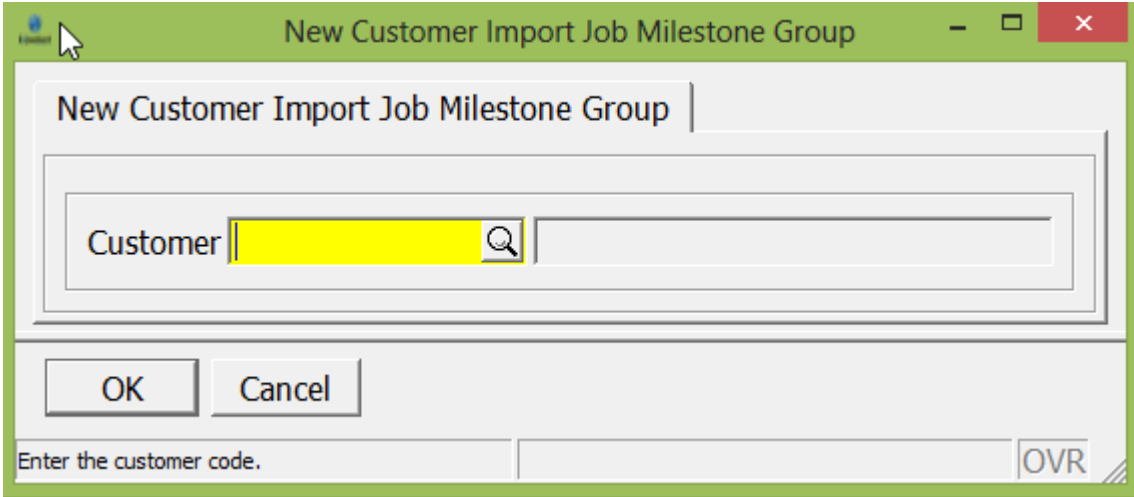
Option	Description
--------	-------------

Revise Registered Jobs	<p>Any modifications made to the job milestone set-up are only reflected in any jobs created <i>after</i> those modifications have been saved. If you want the modifications to apply to jobs created <i>before</i> the modifications were made then use this option. This option will revise the job milestones for all jobs that match the job profile of the currently displayed set of milestones. Revising milestones will recreate the milestones but preserve any completed or not applicable updates that have been made by the user to milestones that did not change.</p> <p>The following screen will be displayed:</p> 
------------------------------	--

Field Name	Validation
Customer Code	Optional
Registration From and To Dates	Optional but either this or the ETA date range must be entered
ETA From and To Dates	Optional but either this or the Registration date range must be entered

A limit of 120 days on the date range is applied.

Option	Description
Copy to Customer Milestones	This option allows you to copy the currently displayed set of milestones to a specific customer. These milestones can then be updated in the Customer Import Milestones screen. When selecting this option, you will be required to enter a valid customer code.



Customer Import Milestones

Import job milestones that are specific to a customer can be defined on this screen. Customer specific milestones are searched first to find a match for the job profile before going back to the import job milestone set-up. The milestone selection rules as defined below are the same for customer specific milestones and job milestones.

Customer Import Job Milestone Set Up - EXPEDIENT DEVELOPMENT

File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next

Customer Import Job Milestone Set Up

Customer: DEMCON DEMONSTRATION COMPANY
Dept: NIS NSW IMPORT SEA
Job Type: Freight Forwarding
Mode Type: SEAFREIGHT
Container Class: FCL

Milestone	Description	Sequence	Status	Manual Event	NA By Default	Transshipment Event	Hours	Condition	Event/Date	Category
JOBA	JOB ADD	10	Active	Yes	No	No				
DOL	DATE OF LODGEMENT	40	Active	Yes	No	No		0 NO LATER THAN	ETA	
DD	DELIVERY DOCKET	50	Active	Yes	No	No		0 NO LATER THAN	ETA	
SETU	SET UP	60	Active	Yes	No	No				
DUTP	DUTY PAID	70	Active	Yes	No	No				
DOC	DATE OF CLEARANCE (ATD)	80	Active	Yes	No	No				
CLRG	CLEARING	90	Active	Yes	No	No				
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSP...	100	Active	Yes	No	No	0			
DDD	DATE OF DELIVERY	110	Active	Yes	No	No				
JCOM	JOB COMPLETED	999	Active	Yes	No	No				

Changed By: taniab Changed On: 28/11/2013

(4 of 5) OVR

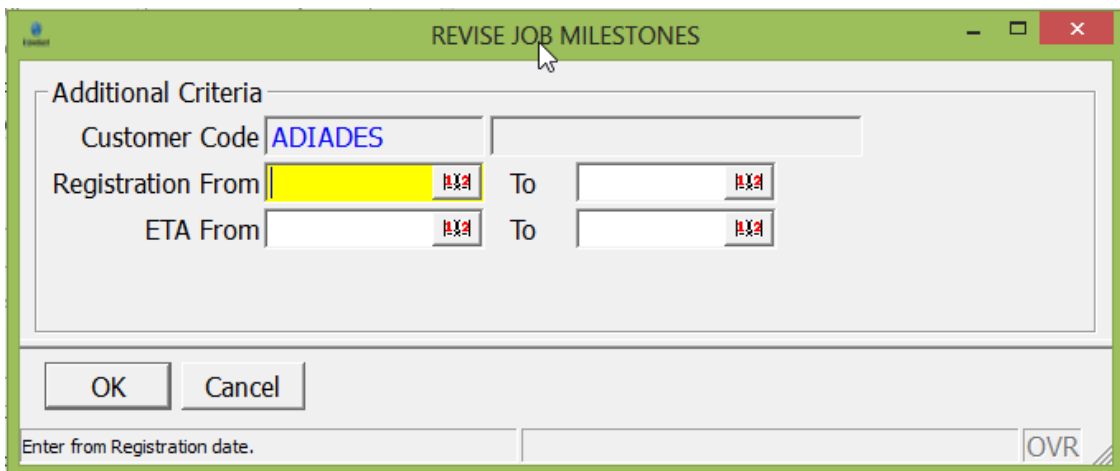
Options GMA Maint.

Copy Customer Milestones
 Revise Registered Jobs

Revise Registered Jobs

Any modifications made to the job milestone set-up are only reflected in any jobs created *after* those modifications have been saved. If you want the modifications to apply to jobs created *before* the modifications were made then use this option. This option will revise the job milestones for all jobs that match the job profile of the currently displayed set of milestones for this customer. Revising milestones will recreate the milestones but preserve any completed or not applicable updates that have been made by the user to milestones that did not change.

The following screen will be displayed:

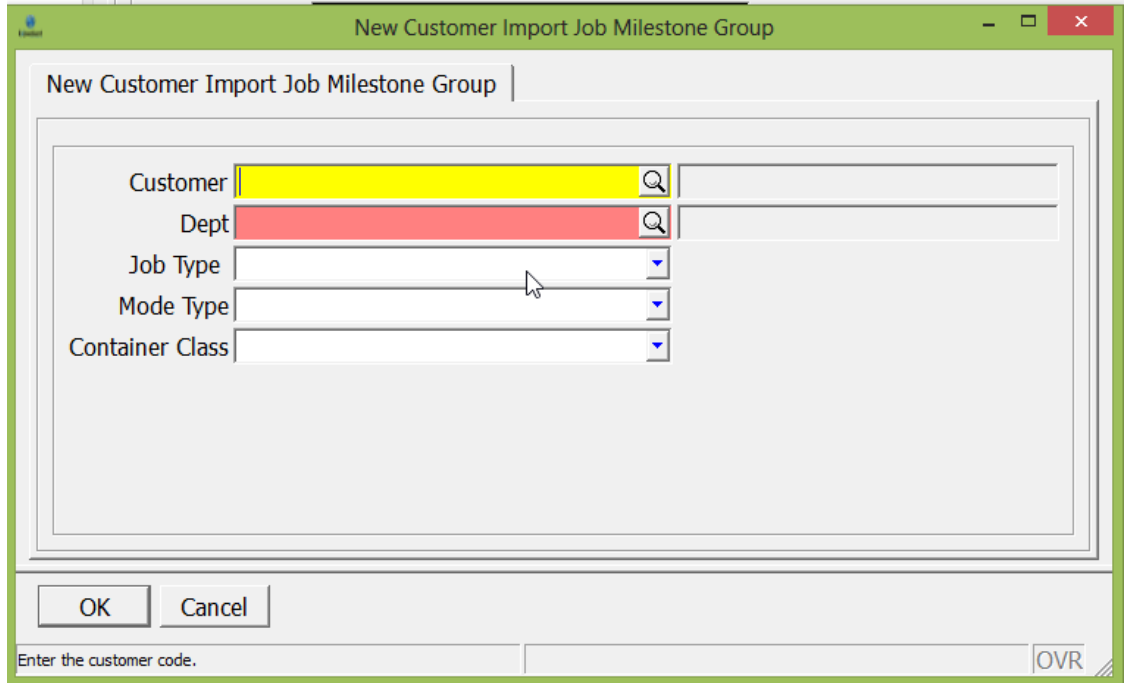


Field Name	Validation
Customer Code	Display Only
Registration From and To Dates	Optional but either this or the ETA date range must be entered
ETA From and To Dates	Optional but either this or the Registration date range must be entered

A limit of 120 days on the date range is applied.

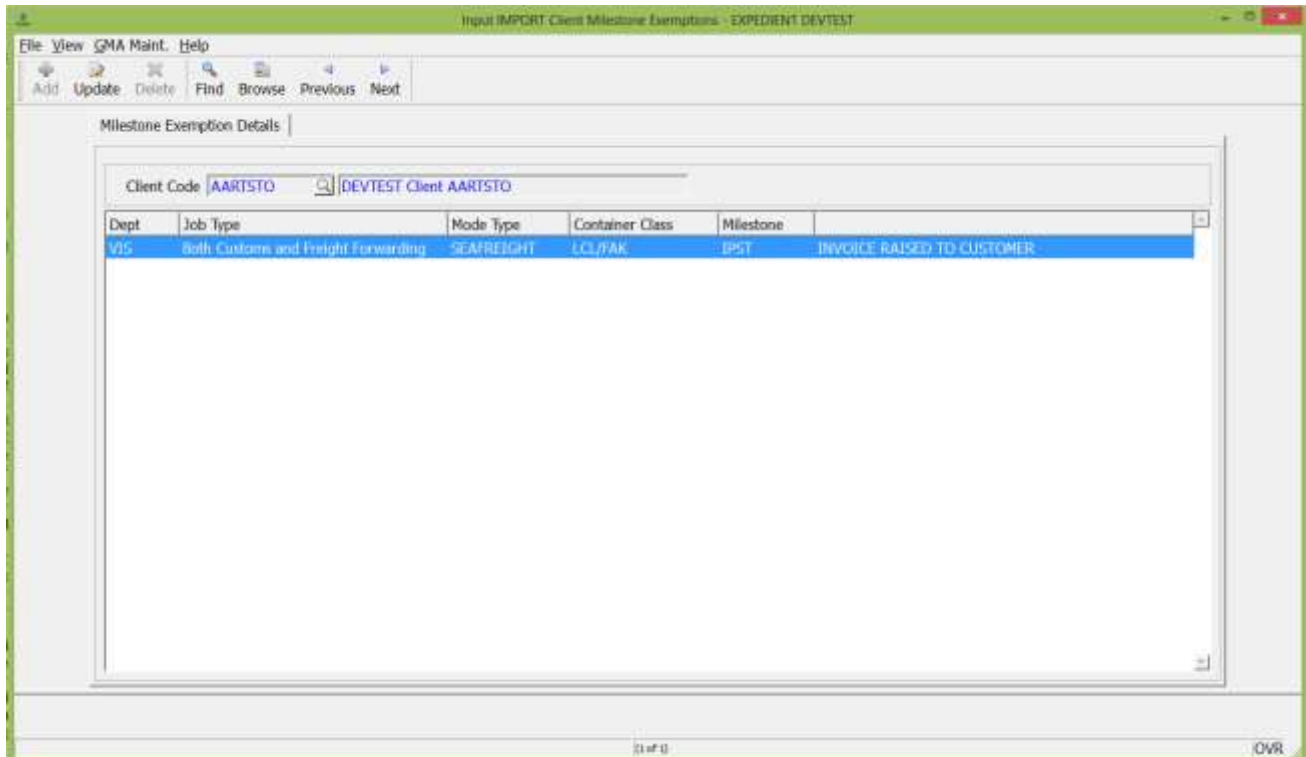
Copy
Customer
Milestones

This option allows you to copy the currently displayed set of milestones. When selecting this option you will be required to enter the new Customer and Job Milestone profile information.



Customer Import Milestone Exemptions

Now, remember when we set up job milestones we did this by *job profile*. So we set up the milestones that we thought we needed for different types of jobs like Sea Freight LCL or Air Freight. Sometimes some of these milestones are just not applicable for some customers. To exempt some milestones for some customers use the “Customer Import Exemptions” screen.



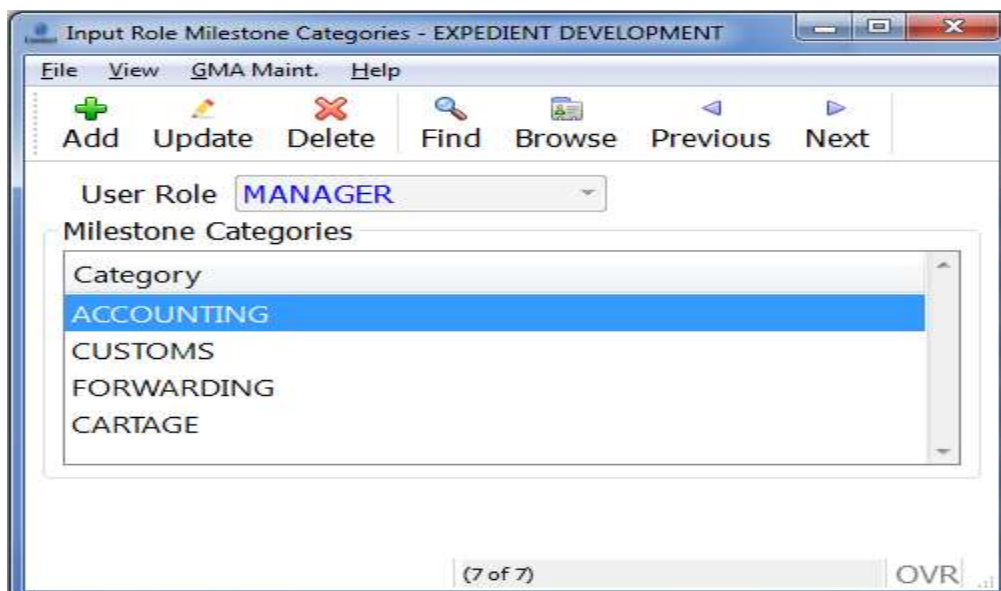
To enter a customer exemption:

- Select “F”ind from the Toolbar
- Enter or select a valid customer code from the Zoom List. Hit Enter.
- Select “U”pdate from the Toolbar. The cursor will move to the details portion of the screen.

Field Name	Description	Validation	Default
Dept	Enter a valid department or select a department from the Zoom list or enter “ALL” for all departments.	Mandatory	Blank
Job Type	Enter or select a valid job type from the drop down list. A valid job type can be selected from: <ul style="list-style-type: none"> • Customs • Freight Forwarding • Both Customs and Freight Forwarding • All 	Mandatory	Blank
Mode Type	Enter or select a valid mode type from the drop down list. Valid mode types include Sea, Air and All. The list of mode types is equivalent to the Zoom list in the “Job Type” field in the Import Job Registration Screen.	Mandatory	Blank

Field Name	Description	Validation	Default
Container Class	Enter or select a valid container class from the drop down list. Valid container types include FCL, LCL and "All Container Types". The list of mode types is equivalent to the drop down list in the "Job Class" field in the Import Job Registration Screen.	Mandatory	Blank
Milestone	Enter or select a valid event type from Zoom List.	Mandatory	Blank

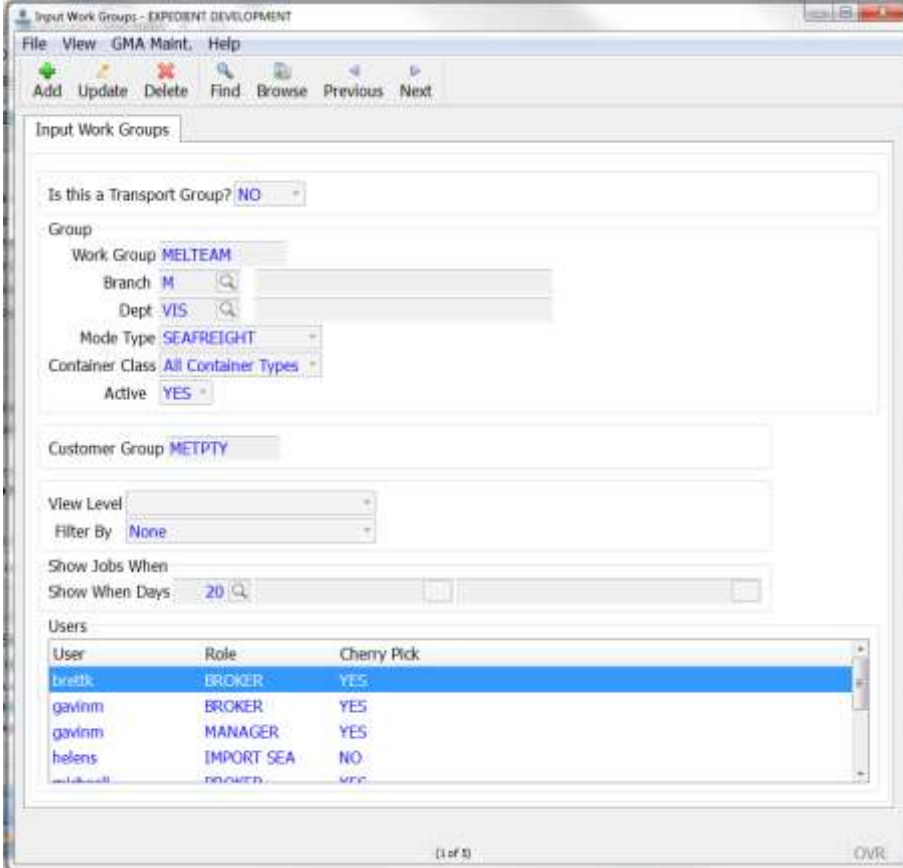
Input Workflow Role Categories



This screen allows milestone categories to be assigned to a user role. This determines which milestones appear in their workflow.


Input Work Groups

The Work Groups Masterfile Screen allows users to assign users to a Work Group, so any job created that falls within the below header information will be assigned to the users in the details Screen.



User	Role	Cherry Pick
brettk	BROKER	YES
gavinm	BROKER	YES
gavinm	MANAGER	YES
helens	IMPORT SEA	NO
newman	newman	NO

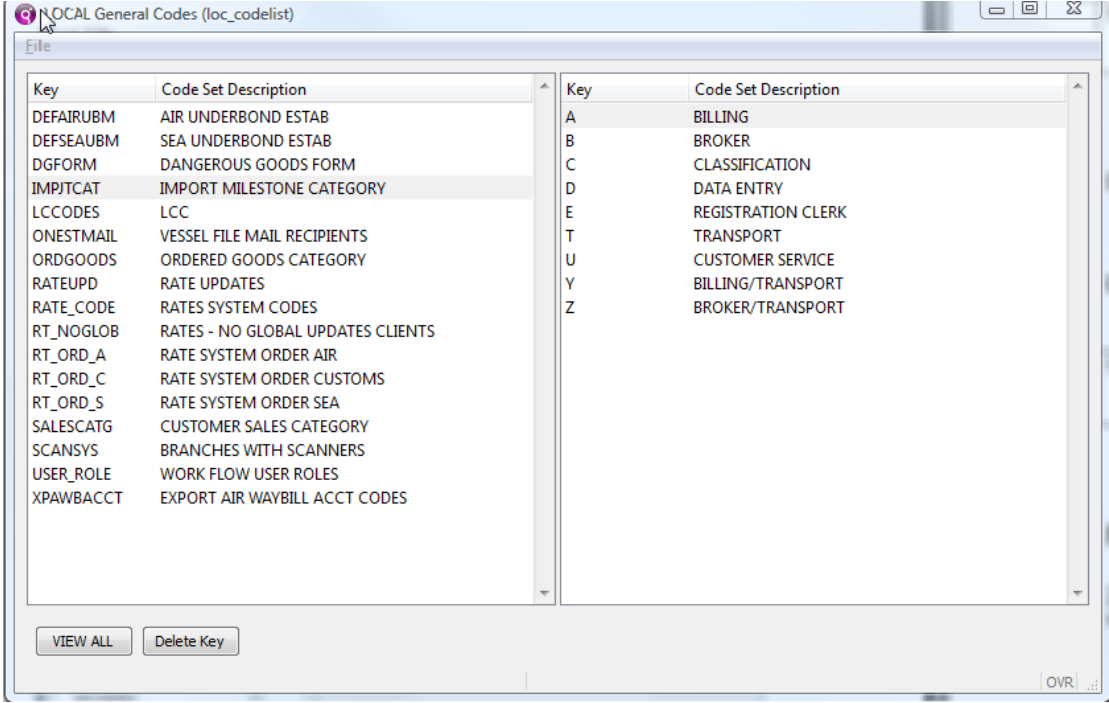
Field Name	Description	Validation
Is this a Transport Group	This defines whether this group is specifically for a Transport Department	Mandatory
Work Group	This is a free text field that describes the Work Group	Must be Unique
Branch	This is the branch in which the Work Group belongs Select from Zoom	Branch Masterfile
Dept	This is the department in which is linked to the Jobs	Deaprtment Masterfile
Mode Type	Air or sea, Select from drop down list	Mandatory
Container Class	Select the type of containers this work group is associated with. This field will only appear if the Mode Type is Sea	Mandatory
Active	Describes if this Work Group is Active.	Yes or No
Customer Group	Free text Should match either customs module air or customs module sea in the customer master file	Can be left blank
View Level	When customer group is left blank then the view level can be "General" (this group only sees jobs for customers with a blank	

Field Name	Description	Validation
	customer customs module appropriate to the module type), or "All" (for all jobs regardless of customs module).	
Filter By	Use this field to define the type of workflow list you will see. This field will default to None.	
Show Jobs When	Select the date range for the jobs listed in the workflow screen. Use the  to select the relationship with the event, then enter the number of days.	
User	Valid login name, Select from zoom	Users Masterfile
Role	Select from the pull down list the type of user	
Cherry Pick Allow	Yes or No Can the user pick jobs out of sequence from ascending ETA for this group and role	

Definition of Milestone Categories

The below Information is controlled by Expedient Software Staff. The below Milestone Categories are set at company level.

Code Key	Description
----------	-------------



Key	Code Set Description	Key	Code Set Description
DEFAIRUBM	AIR UNDERBOND ESTAB	A	BILLING
DEFSEAUBM	SEA UNDERBOND ESTAB	B	BROKER
DGFORM	DANGEROUS GOODS FORM	C	CLASSIFICATION
IMPJTCAT	IMPORT MILESTONE CATEGORY	D	DATA ENTRY
LCCODES	LCC	E	REGISTRATION CLERK
ONESTMAIL	VESSEL FILE MAIL RECIPIENTS	T	TRANSPORT
ORDGOODS	ORDERED GOODS CATEGORY	U	CUSTOMER SERVICE
RATEUPD	RATE UPDATES	Y	BILLING/TRANSPORT
RATE_CODE	RATES SYSTEM CODES	Z	BROKER/TRANSPORT
RT_NOGLOB	RATES - NO GLOBAL UPDATES CLIENTS		
RT_ORD_A	RATE SYSTEM ORDER AIR		
RT_ORD_C	RATE SYSTEM ORDER CUSTOMS		
RT_ORD_S	RATE SYSTEM ORDER SEA		
SALESCATG	CUSTOMER SALES CATEGORY		
SCANSYS	BRANCHES WITH SCANNERS		
USER_ROLE	WORK FLOW USER ROLES		
XPAWBACCT	EXPORT AIR WAYBILL ACCT CODES		

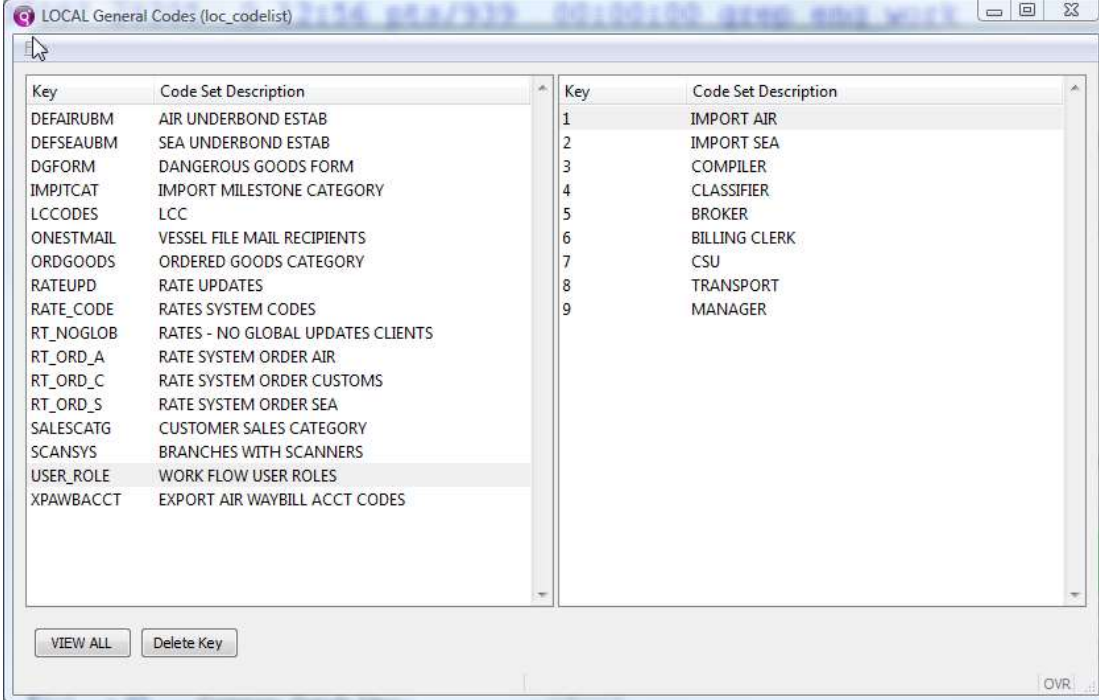
VIEW ALL Delete Key

OVR

Definition of User roles for Import Work Flow

The below Information is controlled by Expedient Software Staff. The below User Roles are set at company level.

Code Key	Description
----------	-------------



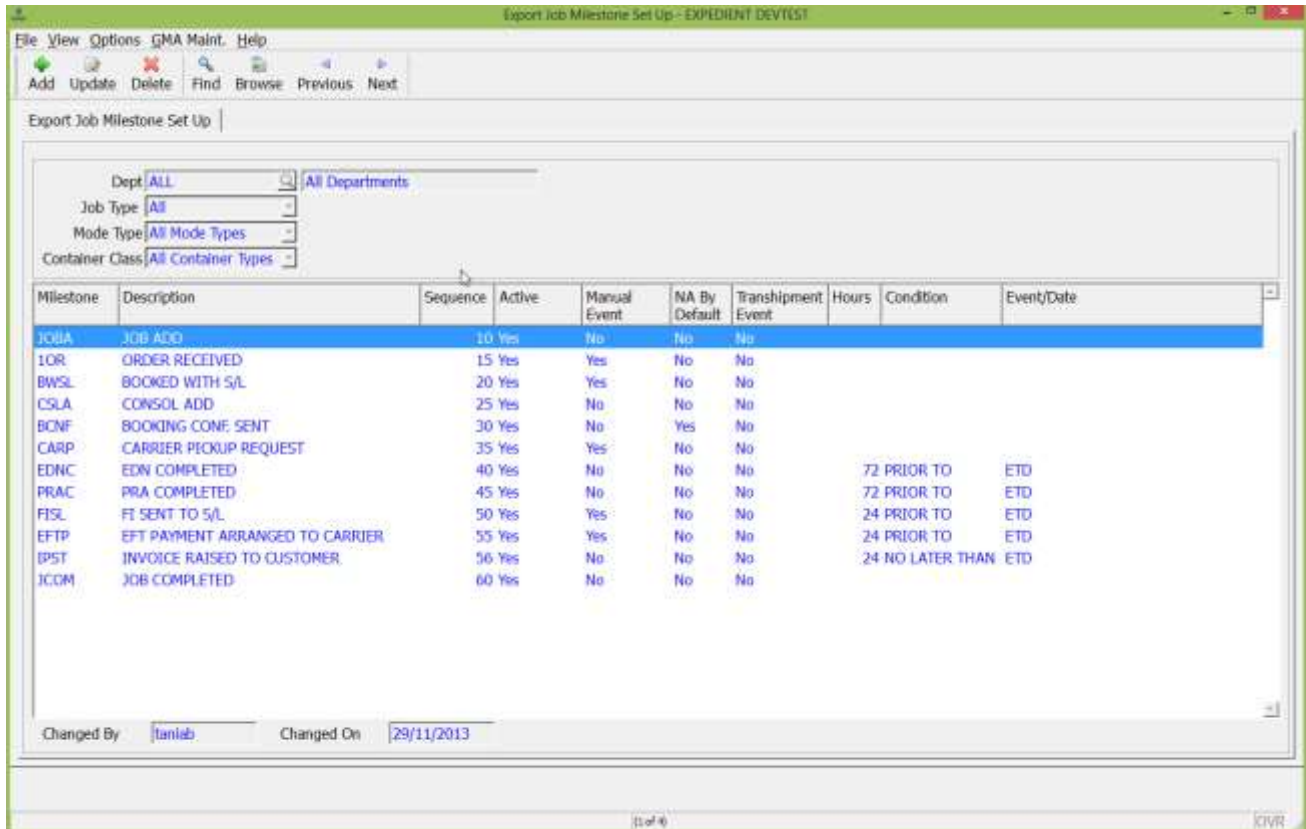
Key	Code Set Description	Key	Code Set Description
DEFAIRUBM	AIR UNDERBOND ESTAB	1	IMPORT AIR
DEFSEAUBM	SEA UNDERBOND ESTAB	2	IMPORT SEA
DGFORM	DANGEROUS GOODS FORM	3	COMPILER
IMPJTCAT	IMPORT MILESTONE CATEGORY	4	CLASSIFIER
LCCODES	LCC	5	BROKER
ONESTMAIL	VESSEL FILE MAIL RECIPIENTS	6	BILLING CLERK
ORDGOODS	ORDERED GOODS CATEGORY	7	CSU
RATEUPD	RATE UPDATES	8	TRANSPORT
RATE_CODE	RATES SYSTEM CODES	9	MANAGER
RT_NOGLOB	RATES - NO GLOBAL UPDATES CLIENTS		
RT_ORD_A	RATE SYSTEM ORDER AIR		
RT_ORD_C	RATE SYSTEM ORDER CUSTOMS		
RT_ORD_S	RATE SYSTEM ORDER SEA		
SALESCATG	CUSTOMER SALES CATEGORY		
SCANSYS	BRANCHES WITH SCANNERS		
USER_ROLE	WORK FLOW USER ROLES		
XPAWBACCT	EXPORT AIR WAYBILL ACCT CODES		

VIEW ALL Delete Key

OVR

Export and Domestic Job Tracking

Input Export and Domestic Job Milestones



Milestone	Description	Sequence	Active	Manual Event	NA By Default	Transshipment Event	Hours	Condition	Event/Date
JOBA	JOB ADD	10	Yes	No	No	No			
IOR	ORDER RECEIVED	15	Yes	Yes	No	No			
BWSL	BOOKED WITH S/L	20	Yes	Yes	No	No			
CSLA	CONSOL ADD	25	Yes	No	No	No			
BCNF	BOOKING CONF SENT	30	Yes	No	Yes	No			
CARP	CARRIER PICKUP REQUEST	35	Yes	Yes	No	No			
EDNC	EDN COMPLETED	40	Yes	No	No	No	72	PRIOR TO	ETD
PRAC	PRA COMPLETED	45	Yes	No	No	No	72	PRIOR TO	ETD
FISL	FI SENT TO S/L	50	Yes	Yes	No	No	24	PRIOR TO	ETD
EFTP	EFT PAYMENT ARRANGED TO CARRIER	55	Yes	Yes	No	No	24	PRIOR TO	ETD
IPST	INVOICE RAISED TO CUSTOMER	56	Yes	No	No	No	24	NO LATER THAN	ETD
JCOM	JOB COMPLETED	60	Yes	No	No	No			

This screen is used to set up the milestones that will be assigned to each export or domestic job on creation (or entry into the workflow).

HEADER

Export and Domestic Job milestones are assigned to an export job or a domestic job upon creation (i.e. the "JOBA" Job Add event)

The header fields are used to determine which set of milestones is applicable to a job when it is created. The "profile" of the job is first determined and then a match for that profile is found in this screen. NOTE: The search for a match for the profile occurs in stages. That is, if a specific match is not found then a more general match is searched for and if no match is found then the default set of milestones will be used. The default set of milestones is the set where all header fields are "ALL".

Field	Description	
Dept	Department Zoom to view all departments ALL for All Departments	
Job Type	Collect	The Prepaid/Collect flag on the Export Job Registration Screen is "Collect".

	Prepaid	The Prepaid/Collect flag on the Export Job Registration Screen is "Prepaid".
	All	Applies to all jobs (both prepaid and collect).
Mode Type	<p>This field corresponds to the "Job Type" of the department on the job registration screen.</p> <p>Examples of this are:</p> <p>AIRFREIGHT SEAFREIGHT All Mode Types</p>	
Container Class	<p>This field corresponds to the "Job Class" field on the job registration screen for Ocean jobs.</p> <p>Examples of this are:</p> <p>FCL, LCL/FAK, BULK CARGO BREAK BULK FCX ALL for All</p>	

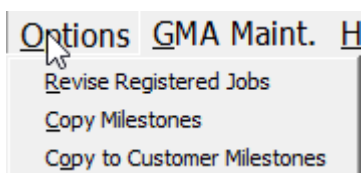
DETAIL

This section of the screen is used to define the steps involved in the lifecycle of a job and the sequence in which they occur.

Each milestone sequence must begin with the JOBA (Job Add) event and finish with the JCOM (Job Completed) event.

Field	Description
Milestone	<p>This is an event code.</p> <p>Any event can be used as a milestone.</p> <p>This milestone will be completed against a job when the event itself has been created. This may occur automatically via a system process.</p> <p>The completion of any milestone will update the status of the job. The status of the job is always the last completed milestone.</p> <p>The status of a job will not be marked as "JCOM" (Job Complete) until all milestones are completed or marked N/A.</p>

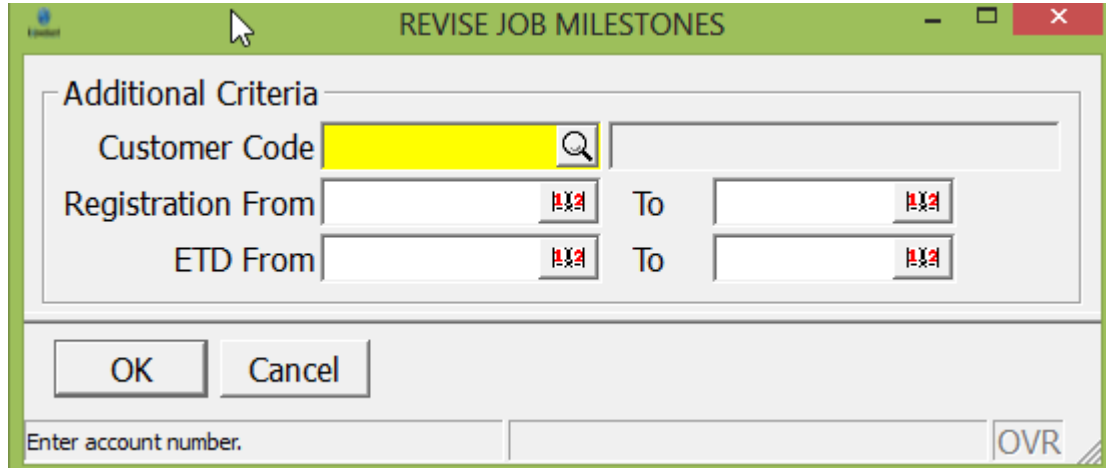
Field	Description
	Milestones that are completed by the creation of an event cannot be “uncompleted”.
Description	This displays the description of the event.
Sequence	A positive number indicating the numeric sequence in which the milestones are expected to be completed. NOTE: Milestones can be completed out of sequence.
Active	A milestone must be marked as active in order to be allocated a job when it is created.
Manual	A manual milestone can be completed manually. That is, the “Milestones” option can be used to enter a milestone completion date and time. When a user enters a milestone completion date and time against the milestone, this creates an event. This means that the milestone cannot be “uncompleted”.
NA By Default	This indicates that this milestone is created as N/A. The user has the option to untick the N/A flag against the job after creation.
Transshipment	N/A for Export Jobs
Hours	To be used with Condition and Event When the event is a date, hours should be in 24 hours amounts (eg 48)
Condition	To be used with Hours and Event Select a condition from the predefined zoom list.
Event	To be used with Hours and Condition Select an event from the predefined zoom list.
<p>The Hours, Condition, Event combination determines an exception condition for the milestone.</p> <p>NOTE: The event can be another milestone event in the same sequence. In this case the number of hours for the condition can be less than 24 hours.</p>	



Revise Registered Jobs

Any modifications made to the job milestone set-up are only reflected in any jobs created *after* those modifications have been saved. If you want the modifications to apply to jobs created *before* the modifications were made then use this option. This option will revise the job milestones for all jobs that match the job profile of the currently displayed set of milestones for this customer. Revising milestones will recreate the milestones but preserve any completed or not applicable updates that have been made by the user to milestones that did not change.

The following screen will be displayed:

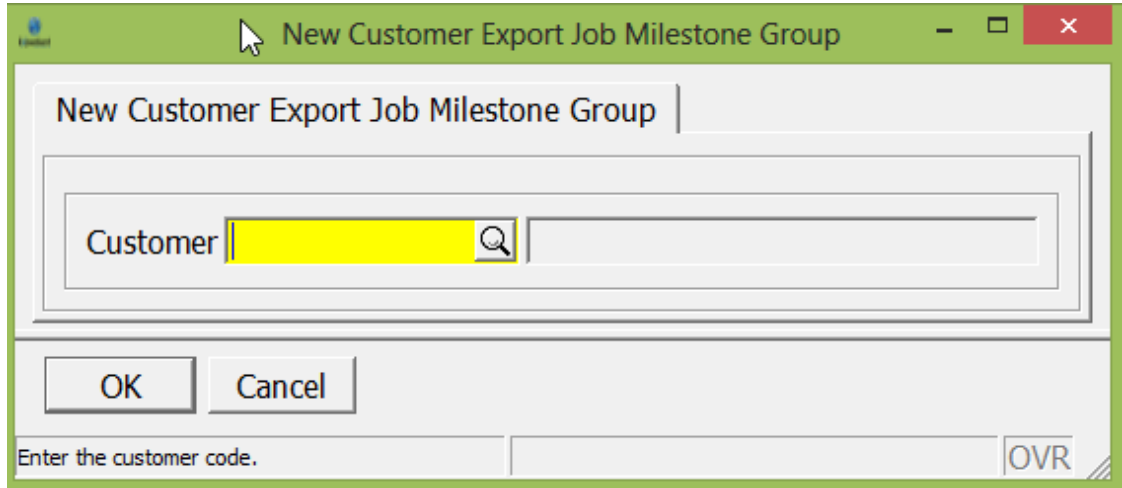


Field Name	Validation
Customer Code	Display Only
Registration From and To Dates	Optional but either this or the ETA date range must be entered
ETD From and To Dates	Optional but either this or the Registration date range must be entered

A limit of 120 days on the date range is applied.

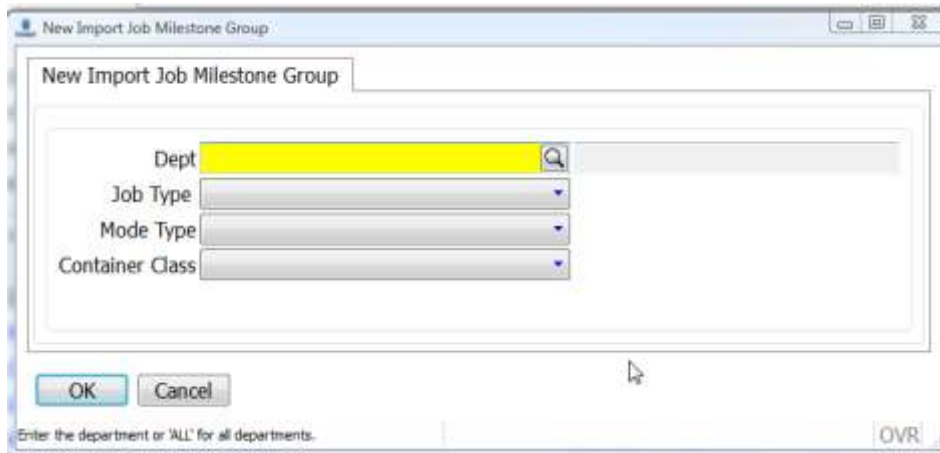
Copy
Customer
Milestones

This option allows you to copy the currently displayed set of milestones. When selecting this option you will be required to enter the new Customer Code.



Copy
Milestones

This option allows you to copy the currently displayed set of milestones. When selecting this option you will be required to enter the new Job Milestone profile information.



Customer Export and Domestic Milestones

Export Job or Domestic Job milestones that are specific to a customer can be defined on this screen. Customer specific milestones are searched first to find a match for the job profile before going back to the export job or domestic job milestone set-up. The milestone selection rules as defined below are the same for customer specific milestones and job milestones.

Customer Export Job Milestone Set Up - EXPEDIENT DEVTEST

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next

Customer Export Job Milestone Set Up

Customer: AARTSTO
 Dept: ALL All Departments
 Job Type: All
 Mode Type: All Mode Types
 Container Class: All Container Types

Milestone	Description	Sequence	Active	Manual Event	NA By Default	Transshipment Event	Hours	Condition	Event/Date
JOBA	JOB ADD	10	Yes	No	No	No			
1OR	ORDER RECEIVED	15	Yes	Yes	No	No			
BWSL	BOOKED WITH S/L	20	Yes	Yes	No	No			
CSLA	CONSOL ADD	25	Yes	No	No	No			
BCNF	BOOKING CONF. SENT	30	Yes	No	Yes	No			
CARP	CARRIER PICKUP REQUEST	35	Yes	Yes	No	No			
EDNC	EDN COMPLETED	40	Yes	No	No	No	72	PRIOR TO	ETD
PRAC	PRA COMPLETED	45	Yes	No	No	No	72	PRIOR TO	ETD
FISL	FI SENT TO S/L	50	Yes	Yes	No	No	24	PRIOR TO	ETD
EFTP	EFT PAYMENT ARRANGED TO CARRIER	55	Yes	Yes	No	No	24	PRIOR TO	ETD
IPST	INVOICE RAISED TO CUSTOMER	56	Yes	No	No	No	24	NO LATER THAN	ETD
JCOM	JOB COMPLETED	60	Yes	No	No	No			

Changed By: taniab Changed On: 29/11/2013

(1 of 2) OVER

Options GMA Maint.

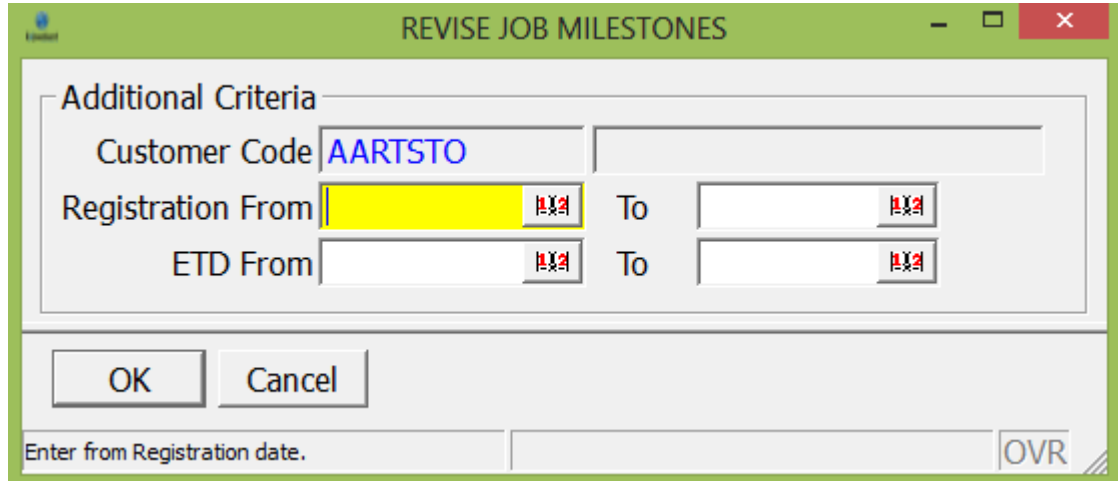
Copy Customer Milestones

Revise Registered Jobs

Revise Registered Jobs

Any modifications made to the job milestone set-up are only reflected in any jobs created *after* those modifications have been saved. If you want the modifications to apply to jobs created *before* the modifications were made then use this option. This option will revise the job milestones for all jobs that match the job profile of the currently displayed set of milestones for this customer. Revising milestones will recreate the milestones but preserve any completed or not applicable updates that have been made by the user to milestones that did not change.

The following screen will be displayed:

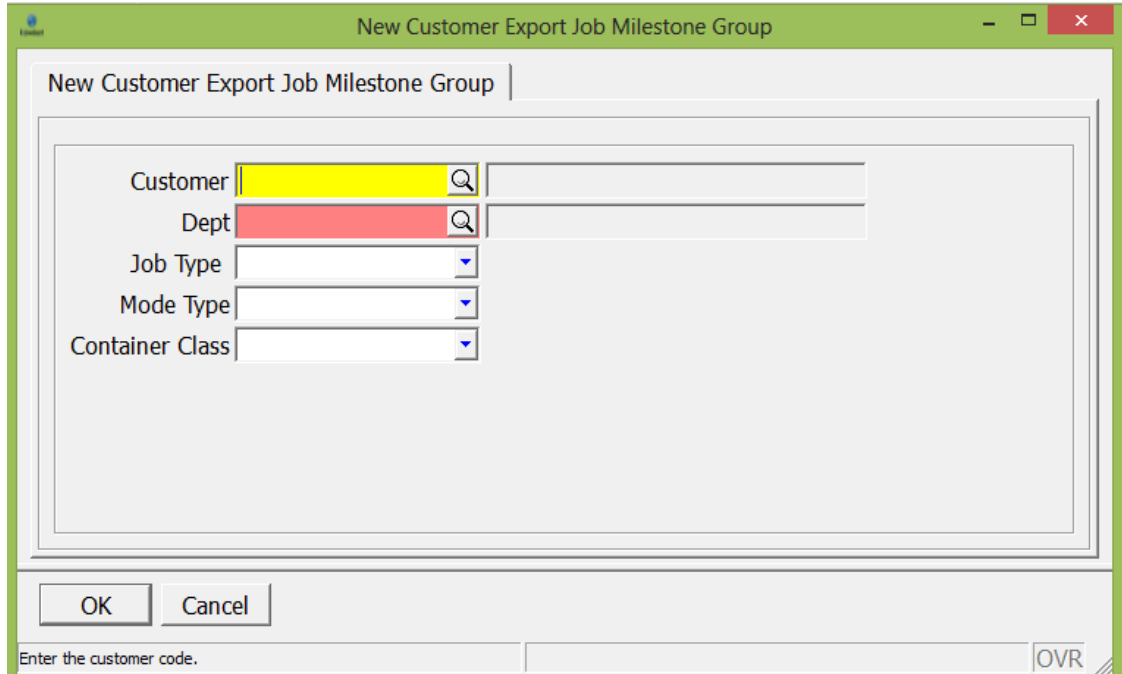


Field Name	Validation
Customer Code	Display Only
Registration From and To Dates	Optional but either this or the ETA date range must be entered
ETD From and To Dates	Optional but either this or the Registration date range must be entered

A limit of 120 days on the date range is applied.

Copy
Customer
Milestones

This option allows you to copy the currently displayed set of milestones. When selecting this option you will be required to enter the new Customer and Job Milestone profile information.



New Customer Export Job Milestone Group

New Customer Export Job Milestone Group

Customer

Dept

Job Type

Mode Type

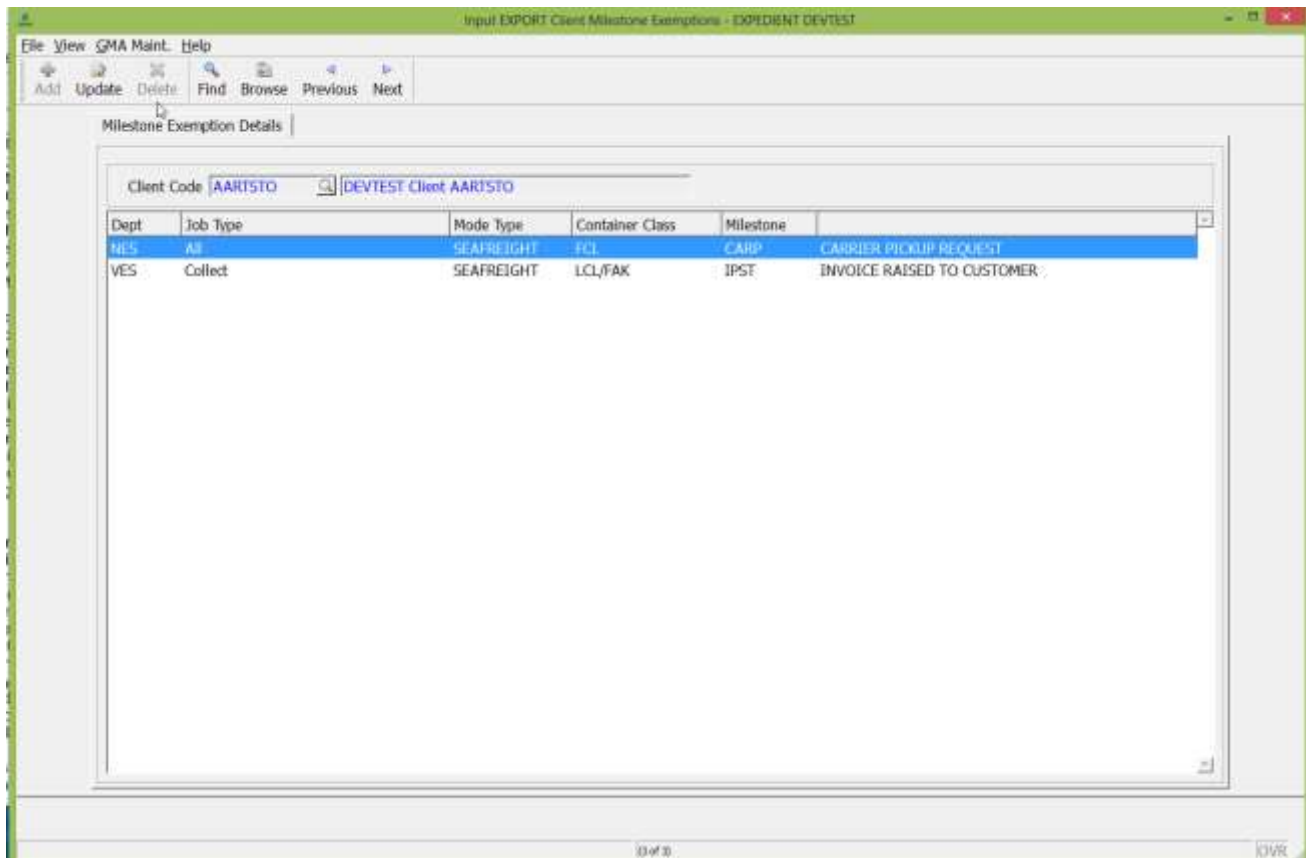
Container Class

OK Cancel

Enter the customer code. OVR

Customer Export and Domestic Milestone Exemptions

To exempt some milestones from export and domestic jobs by customer use the “Customer Export Exemptions” screen.



Input EXPORT Client Milestone Exemptions - EXPEDIENT DEVTEST

File View GMA Maint Help

Add Update Delete Find Browse Previous Next

Milestone Exemption Details

Client Code: AART5TO DEVTEST Client AART5TO

Dept	Job Type	Mode Type	Container Class	Milestone	
NLS	All	SEAFREIGHT	FCI	CARP	CARRIERS PICKUP REQUEST
VES	Collect	SEAFREIGHT	LCL/FAK	IPST	INVOICE RAISED TO CUSTOMER

To enter a customer exemption:

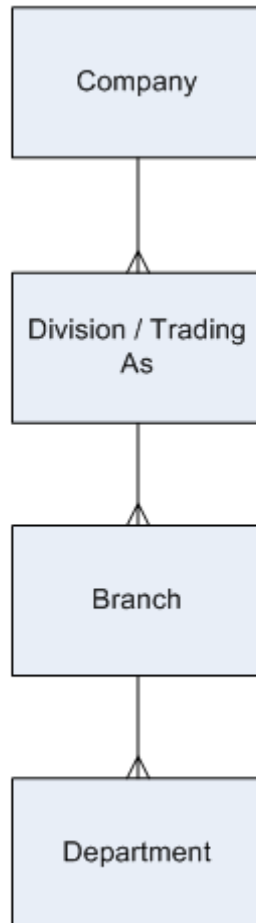
- Select “F”ind from the Toolbar
- Enter or select a valid customer code from the Zoom List. Hit Enter.
- Select “U”pdate from the Toolbar. The cursor will move to the details portion of the screen.

Field Name	Description	Validation	Default
Dept	Enter a valid department or select a department from the Zoom list or enter “ALL” for all departments.	Mandatory	Blank
Job Type	Enter or select a valid job type from the drop down list. A valid job type can be selected from: <ul style="list-style-type: none"> • Collect • Prepaid • All 	Mandatory	Blank
Mode Type	Enter or select a valid mode type from the drop down list. Valid mode types include Sea, Air and All. The list of mode types is equivalent to the Zoom list in the “Job Type” field in the Import Job Registration Screen.	Mandatory	Blank

Field Name	Description	Validation	Default
Container Class	<p>Enter or select a valid container class from the drop down list. Valid container types include FCL, LCL and “All Container Types”.</p> <p>The list of mode types is equivalent to the drop down list in the “Job Class” field in the Import Job Registration Screen.</p>	Mandatory	Blank
Milestone	Enter or select a valid event type from Zoom List.	Mandatory	Blank

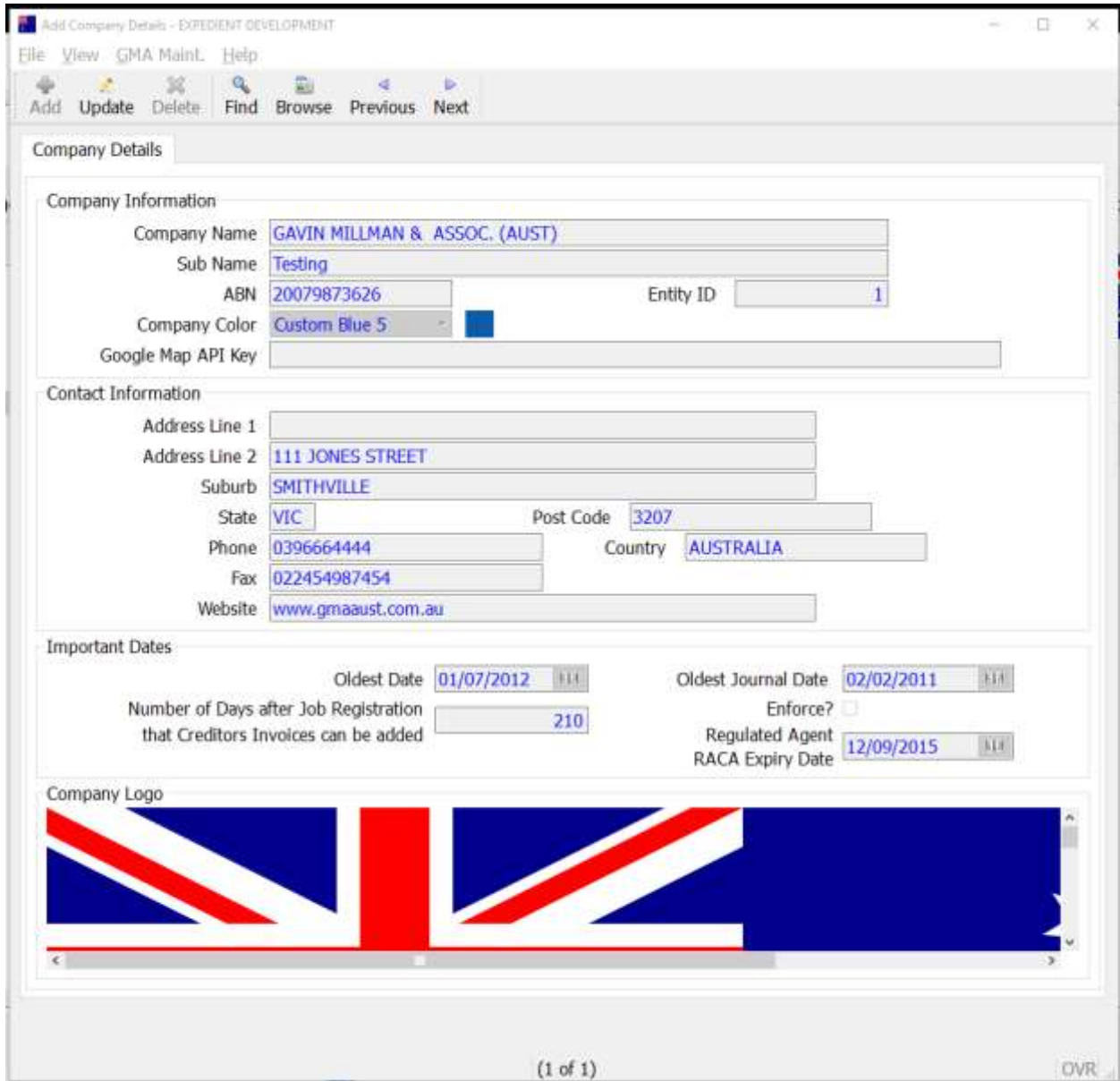
Company Details Menu

Expedient is set up in a way that allows a company to have many divisions and those divisions to have many branches with many departments.



Company Details

Stores information about your company. See below screen:



Add Company Details - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Company Details

Company Information

Company Name: GAVIN MILLMAN & ASSOC. (AUST)

Sub Name: Testing

ABN: 20079873626 Entity ID: 1

Company Color: Custom Blue 5

Google Map API Key:

Contact Information

Address Line 1:

Address Line 2: 111 JONES STREET

Suburb: SMITHVILLE

State: VIC Post Code: 3207

Phone: 0396664444 Country: AUSTRALIA

Fax: 022454987454

Website: www.gmaaust.com.au

Important Dates

Oldest Date: 01/07/2012 Oldest Journal Date: 02/02/2011

Number of Days after Job Registration that Creditors Invoices can be added: 210

Enforce? ☐ Regulated Agent RACA Expiry Date: 12/09/2015

Company Logo

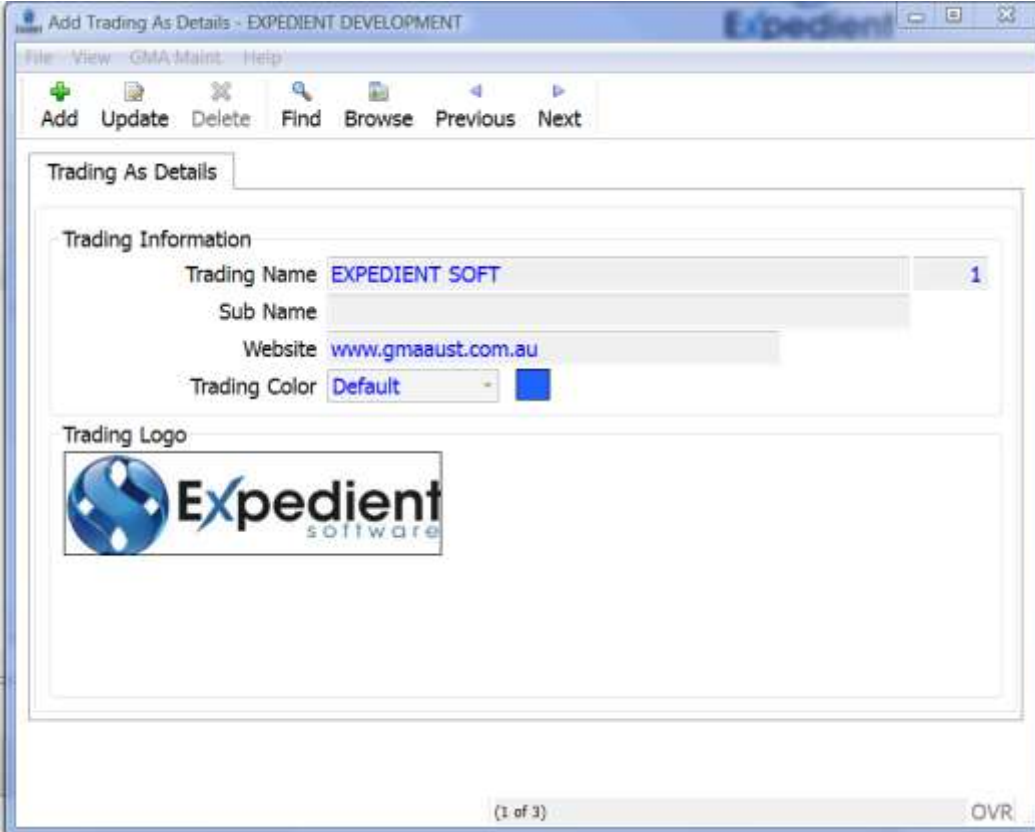
(1 of 1) OVR

Field Name	Description	Validation	Default
Company Name	This is the name of your Company	Mandatory	Blank
ABN No	This is the unique Australian Business Number	Mandatory	Blank
Company Colour	This allows you to control the colour that prints out of all customer documentation. Such as the invoice, statement, notifications. This also needs to be changed in the Trading As Masterfile	Optional	Blank

Field Name	Description	Validation	Default
Address Information	This is your head office Address	Optional	Blank
Oldest Date	This is the oldest date in which you can enter Debtors Invoices, Creditor Invoices, and Cheques for. If you enter a date previous to this date the system will not allow users to add	Mandatory	Blank
Oldest Journal Date	This is the oldest date in which users can enter Job Journals for. That is, the oldest date in which uses can take up profit for	Mandatory	Blank
Number of Days after Job Registration that Creditors Invoices can be added	This number determines if a warning message appears when a user adds a creditors invoice to a Job.	Optional	Blank
Enforce?	This tickbox determines if the message regarding the number of days after Job Registration that a Creditors Invoice is added is a message preventing the User continuing to add the invoice or just a warning	Optional	Blank
Regulated Agent RACA Expiry Date	This field appears if the Air Export Forwarding module is on. This date is used in the Security Declaration form and in the FWB message to airlines	Optional	Blank
Logo	This is your company logo. This logo will print on Company wide documents	Mandatory	Blank

Trading As/Division Masterfile Menu

The Trading As / Division Masterfile allows companies to operate many different divisions under the single ABN. This allows companies to create jobs, create invoices under these divisions. The Trading Colour allows the colour control printing of formal documents such as Invoices, Statements.



Add Trading As Details - EXPEDIENT DEVELOPMENT

File View GMA/Maint Help

Add Update Delete Find Browse Previous Next

Trading As Details

Trading Information

Trading Name EXPEDIENT SOFT 1

Sub Name

Website www.gmaaust.com.au

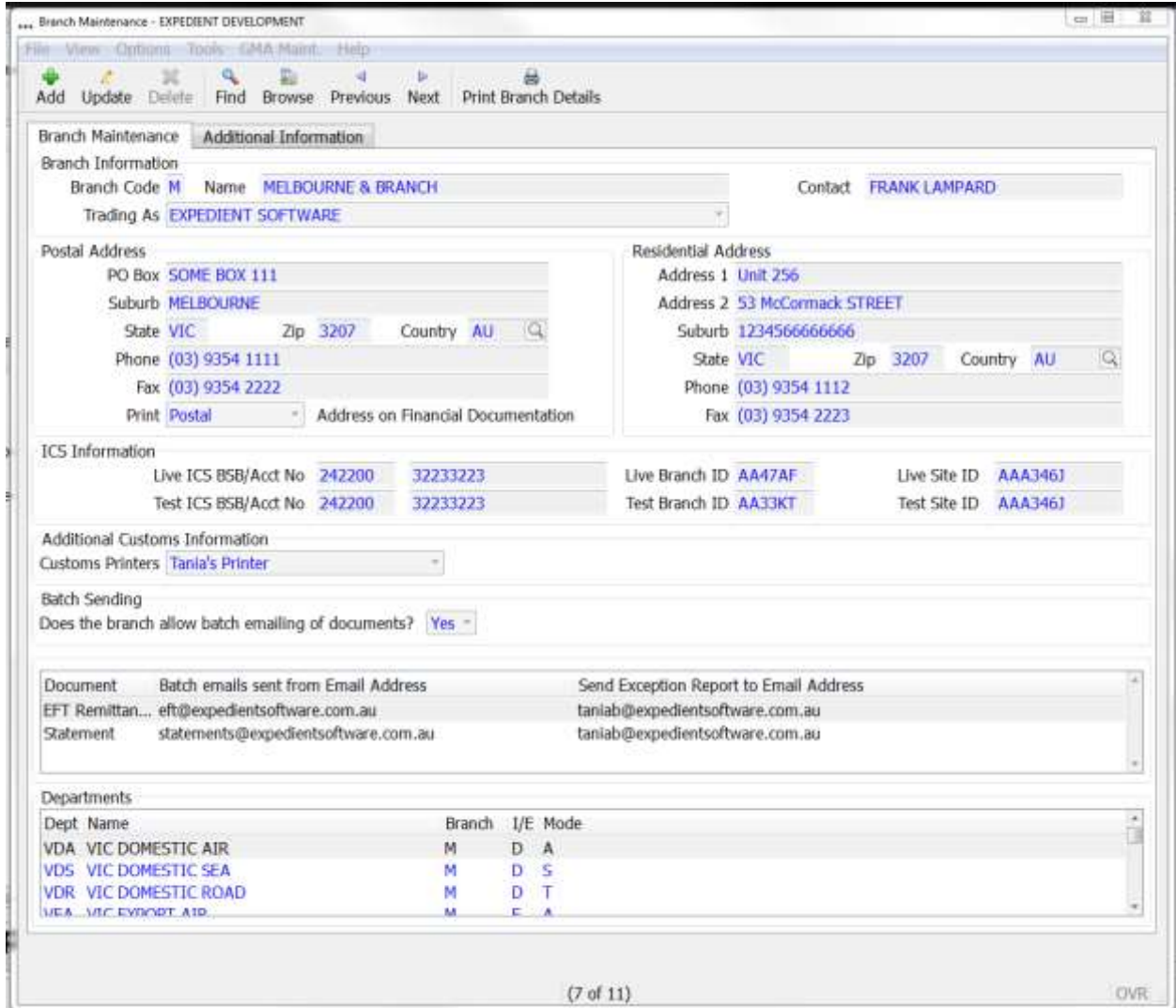
Trading Color Default

Trading Logo

(1 of 3) OVR



Branch Masterfile

The Branch Masterfile allows companies to operate many different divisions under the single Division. This screen also allows users to View Job Related Departments.



Field Name	Description	Validation	Default
Name	This is the name of the department	Mandatory	Blank
Contact	This is the main contact for the branch	Optional	Blank
Postal Address	This is the postal address for the branch	Optional	Blank
Print Address on Financial Documentation	Select from the pull down options which address you want to print on the statements and remittances to the clients	Mandatory	Postal

Field Name	Description	Validation	Default
Residential Address	This is the postal address for the branch	Optional	Blank
IATA Code	This is the registered code with IATA for approval process. This prints on the Neutral Airway Bill and is also sent to CCN within the FWB message.	Optional	Blank
NAWB Printer	This is the printer selected for Neutral Air Way Bill printing	Optional	Blank
Other Details	This is a free text for information relating to the branch	Optional	Blank
Label Printer Type	This is the printer selected for label printing	Optional	Blank
Live ICS BSB/Acct No	This is the bank account number that Customs and AQIS will use to debit the Duty and AQIS charges	Optional	Blank
Test ICS BSB/Acct No	This is the test bank account number that Customs and AQIS will use to debit the Duty and AQIS charges	Optional	Blank
Live Branch ID	This is used to link up with Customs and AQIS. This is used in conjunction with the Live Site ID	Optional	Blank
Test Branch ID	This is used to link up with Customs and AQIS. This is used in conjunction with the Test Site ID	Optional	Blank
Live Site ID	This is used by Customs to identify the Company sending the Live Entry.	Optional	Blank
Test Site ID	This is used by Customs to identify the Company sending the Test Entry.	Mandatory	Blank
Customs Printers	This is the printer selected for Customs documents	Optional	Blank
Batch Sending	Set the flag to allow this branch to email documents in batches to clients. This option is only visible where the Batch Send option is on at your site	Mandatory	No
Document	This is the type of document that can be emailed in batch	N/A	System Generated
Batch emails sent from Email Address	Enter the email address the document appears to be sent from. This should be an email address that the email recipient can reply to.	Mandatory	Blank

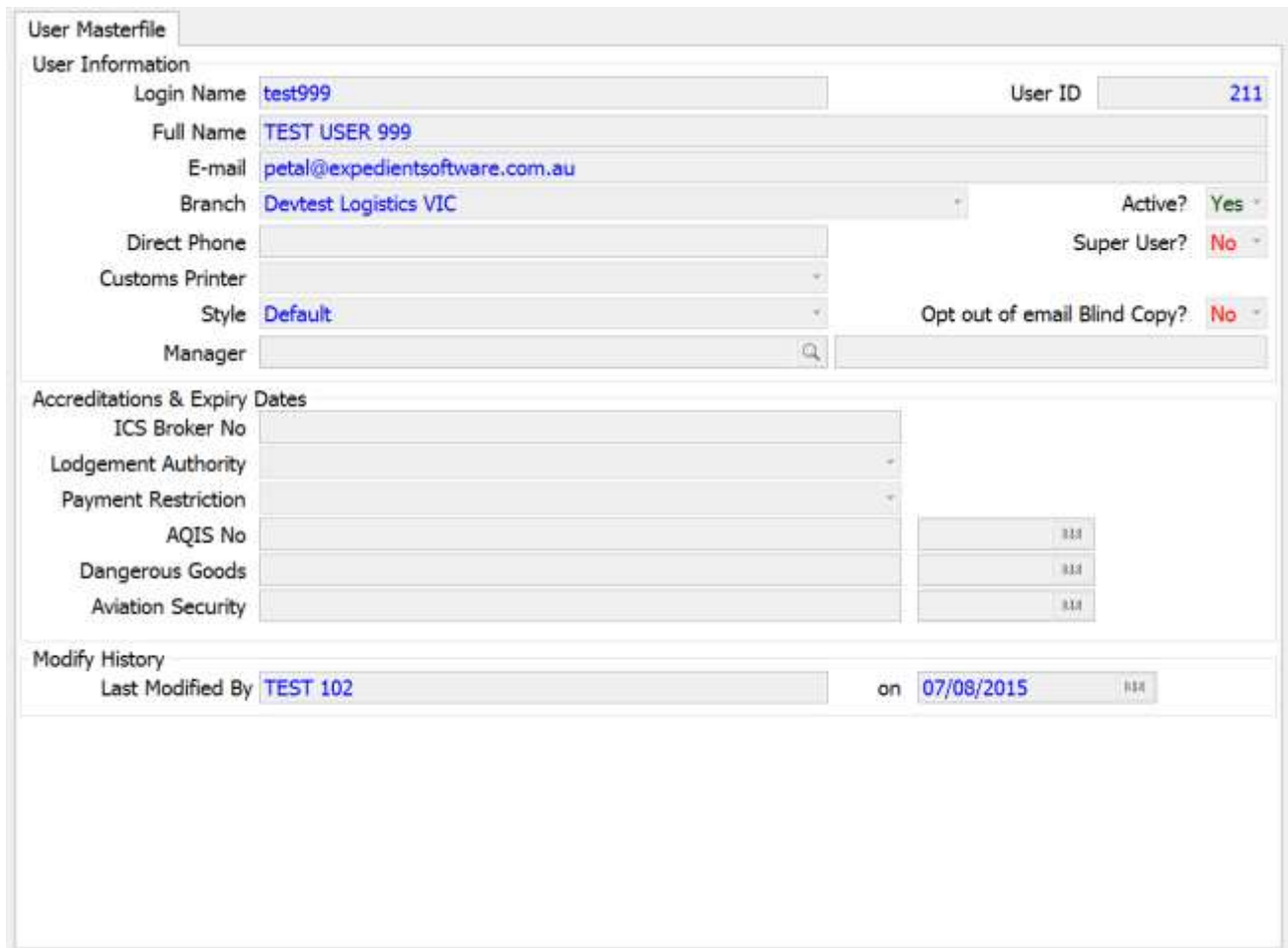
Field Name	Description	Validation	Default
Send Exception Report to Email Address	This is the email address for the person that receives the log report for the batch send process. The log report will list all the clients and email addresses that were sent the document during the batch process	Mandatory	Blank
Payments Bank Account	This is the selected payments account. Click on the  to select from the list of accounts	Optional	Blank
Receipts Bank Account	This is the selected receipts account. Click on the  to select from the list of accounts	Optional	Blank
Dept	This is the Department Code that is associated to this branch	Mandatory	Blank
Branch	This is the branch code relating to this department	Mandatory	Blank
I/E	This is Import or Export	Mandatory	Blank
Mode	This is Sea or Air	Mandatory	Blank
Additional Information			
IATA Code	This is the IATA code for the branch	Optional	Blank
NAWB Printer	This is the designated branch printer for the Neutral Air Way Bill	Optional	Blank
Label Printer Name	This is the designated branch printer for the labels	Optional	Blank
Label Printer Type	This is the type of label printer at the branch	Optional	Blank
Payments Bank Account	This is the paying out bank account for the branch	Optional	Blank
Receipts Bank Account	This is the paying in bank account for the branch	Optional	Blank
Uses Bins	This shows if the branch OWN Air Cargo Warehouse has Bin Locations. This will affect check in and check out of the Air Cargo Warehouse	Mandatory	No
Uses Scanning	This shows if the branch OWN Air Cargo Warehouse uses scanners to check in and check out air cargo	Mandatory	No

Field Name	Description	Validation	Default
Check Customs Status and update Bins on Deliver Docket print?	This determines if the branch OWN Air Cargo Warehouse bins are updated by printing Delivery Dockets where the branch does not use Scanners. This would normally be set to 'No' if the branch prints the Warehouse Release document to check out Air Cargo.	Mandatory	No
Auto Delivery Printer	This is the branch automatic delivery printer	Optional	Blank

Users Masterfile

Upon initial installation of Expedient you will be assigned a user name and password. Your username possesses administration privileges, one of which allows you to add other users, enabling them to log in to Expedient.

The screen shot below, allows you to add new users. This screen also allows you to modify existing users. This screen is found in:




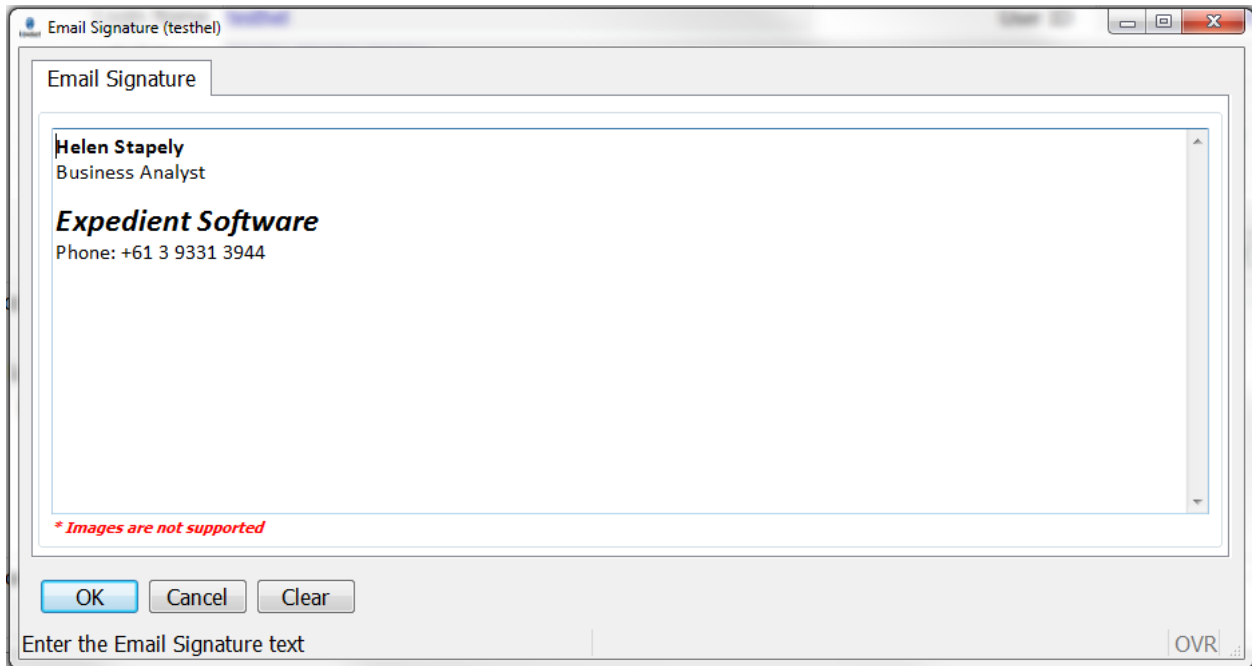
Field Name	Description	Validation	Default
User ID	This is the unique number assigned to the user, generated by the System	No Entry	Blank
Login Name	This is the user's login name which they will use each time they log in to Expedient Express. This is usually their email address.	Mandatory	Blank
Full Name	This is the user's full name. This is used in reporting and for logging of who does what within the system	Mandatory	Blank
E-mail	This is the user's email address. This is used for sending requested documents to the user, like Customs Entries	Mandatory	Blank
Branch	This is the location of the user. This is used for statistical	Mandatory	Blank

Field Name	Description	Validation	Default
	reporting and client facing document.		
Department	This is the department in which the user belongs to. This is used in statistical reporting	Optional	Blank
Direct Phone	This is the direct phone number of the user, this assists in internal communication of users and is used in notification reporting	Optional	Blank
Customs Printer	This is the default printer for customs	Optional	Blank
Active	This indicates if the user is a current employee. This can only be updated by a Super User	Mandatory	Yes
Super User	This defines the users' access settings and privileges. A Super User can restrict users' menu and/or program user access. (for both Super Users and Normal Users). This field can only be updated by a Super User	Mandatory	No
Style	This set the colour in which each screen is displayed	Optional	Default
Opt out of Blind Copy?	This flag is used by the Print Menu screen to send the user every email in blind copy. Set to Yes to automatically remove the user from Blind Copy	Optional	Blank
Manager	This option allows you to assign a Manager against the User ID.	Optional	Blank
ICS Broker No	This is the user's ICS Broker No, and is used to lodge Customs Entries. This field can only be updated by a Super User	Optional	Blank
Lodgement Authority	This determines the Customs value a Broker is permitted to submit Entries up to. This field appears where the site is using this functionality	Mandatory where System Option is on	Blank
Payment Restriction	This determines the maximum value a Broker is permitted to pay to Customs. This field appears where the site is using this functionality	Mandatory where System Option is on	Blank
AQIS No	This is the user's AQIS Number, and is used when lodging with AQIS. Without this number users' cannot Pay AQIS. This field can only be updated by a Super User	Optional	Blank
Dangerous Goods	This is the user's Dangerous Goods Code. This is used when sending Export EDN/ESM to Customs. This field can only be updated by a Super User	Optional	Blank
Aviation Security	This is the user's Aviation Security Number, and is used when lodging Neutral Airway Bill. This field can only be updated by a Super User	Optional	Blank
Modify History	These fields show the name of the user who last updated the User Masterfile and when.	N/A	N/A

EMAIL SIGNATURE

This screen allows the User to store default text to appear as a signature on the bottom of emails sent from Expedient.

Use the toolbar button  **Email Signature** from the User Masterfile screen to access the Email Signature screen.



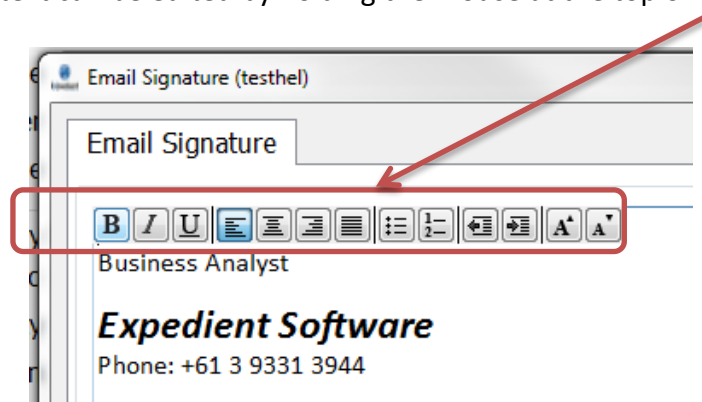
The screenshot shows the 'Email Signature (testhel)' window. It has a title bar with standard window controls. Below the title bar is a tab labeled 'Email Signature'. The main area is a large text box containing the following text:
Helen Stapely
Business Analyst

Expedient Software
Phone: +61 3 9331 3944

Below the text box, there is a red italicized note: ** Images are not supported*. At the bottom of the window, there are three buttons: 'OK', 'Cancel', and 'Clear'. Below these buttons is a text input field labeled 'Enter the Email Signature text' and a small 'OVR' button on the right.

The screen opens in Update mode so click into the text box to begin adding the signature.

The formatting of the text can be edited by holding the mouse at the top of the signature window



Please note that although images can be added to the Email Signature screen the images will NOT be included in the message to the recipients.

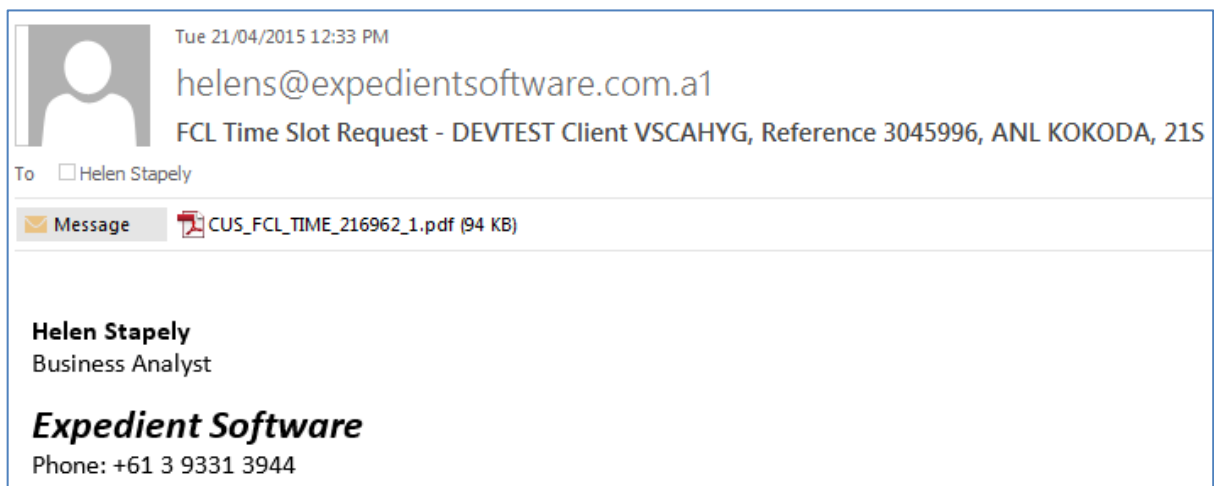
This text will automatically appear in the Body section of the Print Menu screen sent by the User

Body

Helen Stapely
Business Analyst

Expedient Software
Phone: +61 3 9331 3944

The text can be edited before sending the email.



RESETTING USER PASSWORD

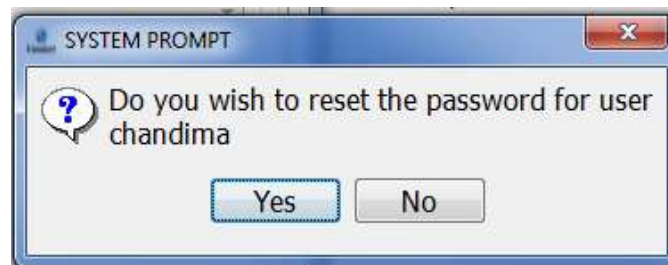
The Users Masterfile allows users to reset other Users Passwords under specific conditions. Please see the following specific rules for setting Users Passwords:

- Super Users can change Normal Users and other Super Users Passwords if the Security is Enabled or Disabled
- Normal Users with ADD Permission and Security is enabled; can change Normal Users, Super Users and their own password
- Normal Users with NO Permission and Security is enabled; can only change their own password
- Normal Users and Security is disabled; can only change their own password.

NOTE: These conditions apply to ACTIVE users.



Once a Super user has selected the above option, the below system prompt displays:



Clicking yes will display the below:



The next time that user logs in they need to enter their Username in the password field. The system will then prompt the user to enter a new password. See below:


```
192.168.201.202 - fgitty 80x24 *
Using username "chandima".
chandima@192.168.201.202's password:
TerM@!&UP
Password has Expired

Please note:

Valid Password must:
  Not be a dictionary word
  Must contain both Alpha and Numeric characters
  Must be at least 6 characters long
Changing password for user chandima.
New UNIX password: 
```

The user then will be required to enter a new password twice.

Please Note: If the system deems that the password is not strong enough, then it will display a system warning, similar to below screen. This is a warning only, the system will still allow for the user to use this password. If the user wishes to head the warning, then they can re-type a different password to be able to type in a new, stronger password.

```
192.168.201.202 - fgitty 80x24 *
Using username "chandima".
chandima@192.168.201.202's password:
TerM@!&UP
Password has Expired

Please note:

Valid Password must:
  Not be a dictionary word
  Must contain both Alpha and Numeric characters
  Must be at least 6 characters long
Changing password for user chandima.
New UNIX password:
Retype new UNIX password: 
Sorry, passwords do not match.
New UNIX password:
BAD PASSWORD: it is too short
Retype new UNIX password: 
```

USER OPTIONS

The Users Masterfile is an area where Super Users can control various functions.
The below screen is accessed from the Users Masterfile / Options / Users Options:

Customer Options

For User : 1 PETER WILLIAMS

Area	Description	Y/N
DB_ACCT_CTRL	THIS USER CAN EDIT THE DEBTORS ACCOUNT CONTROL	<input type="checkbox"/>
DD_OVERRIDE	USER CAN OVERRIDE VALIDATION ON DELIVERY DOCKET	<input type="checkbox"/>
EDIT_TOG_DEF	SUPINV GENERAL / CUSTOMS QTY EDIT DEFAULT	<input type="checkbox"/>
IMD_PAY	THIS USER CAN PAY AN IMPORT DECLARATION	<input checked="" type="checkbox"/>
LOA_OVERRIDE	OVERRIDE MISSING LETTER OF AUTHORITY AT LODGEMENT	<input type="checkbox"/>
LODGAUTHUP	UPDATE USER LODGEMENT AUTHORITY LEVELS	<input type="checkbox"/>
MEL_LLD_CONT	MELBOURNE LLD CONTAINERS REPORT	<input type="checkbox"/>
PER_LLD_CONT	PERTH LLD CONTAINERS REPORT	<input type="checkbox"/>
PODLOAD_FAIL	FAILED POD FILE LOAD FROM FTP DIRECTORY	<input type="checkbox"/>
RECO_EMAIL	RECO REPORT THAT GETS EMAILED EACH NIGHT	<input type="checkbox"/>
SYD_LLD_CONT	SYDNEY LLD CONTAINERS REPORT	<input type="checkbox"/>
UR_ARR_LIST	VESSEL ARRIVALS LISTING	<input type="checkbox"/>
UR_CHQS_POST	CHEQUES POSTED DATA	<input type="checkbox"/>
UR_CHQS_USED	CHEQUES USED REPORT	<input type="checkbox"/>
UR_CHQ_UNCNF	UNCONFIRMED CHEQUES REPORT	<input type="checkbox"/>
UR_CONS_UPD	CONSOL UPDATES REPORT	<input type="checkbox"/>
UR_CORP_LOAD	CORPORATE INTERFACE LOAD ERROR REPORT	<input type="checkbox"/>
UR_CTL_TOTS	CONTROL TOTALS REPORT	<input type="checkbox"/>
UR_EDN_LOAD	EDN LOAD NOTIFICATION	<input type="checkbox"/>
UR_EXPCONS	EXPORT CONSOL UPDATES REPORT	<input type="checkbox"/>
UR_EXPJOB	VESSEL ARRIVAL EXPORT JOB UPDATES REPORT	<input type="checkbox"/>
UR_INORD_ERR	INBOUND ORDER ERROR NOTIFICATION	<input type="checkbox"/>
UR_INSHP_ERR	INBOUND SHIPMENT ERROR NOTIFICATION	<input type="checkbox"/>
UR_JOB_UPD	VESSEL ARRIVAL JOB UPDATES REPORT	<input type="checkbox"/>

OK History

OVR

Field Name	Description	Validation	Default
EDIT_TOG_DEF	Sets the General Edit and Customs Quantity toggle buttons to default On when the User is in the Supplier Invoice and the Pre-Job Supplier Invoice	N/A	Unticked
IMD_PAY	Controls whether a user has permission to Pay a Customs Entry.	N/A	N/A
LOA_OVERRIDE	This option allows the user to override the stop of Entry Submission where Expedient has checked there are valid Letters of Authority for all Suppliers on the Entry	N/A	Unticked
LODEAUTHUP	This option allows the user to update the Lodgement Authority Level of other users.	N/A	Unticked
MEL_LLD_CONT PER_LLD_CONT SYD_LLD_CONT	Controls where a user receives the Lloyds LCL Container Unpack Report Please Note: This is only applicable if the Site has the Lloyds DCN Subscription linked to Expedient	N/A	N/A

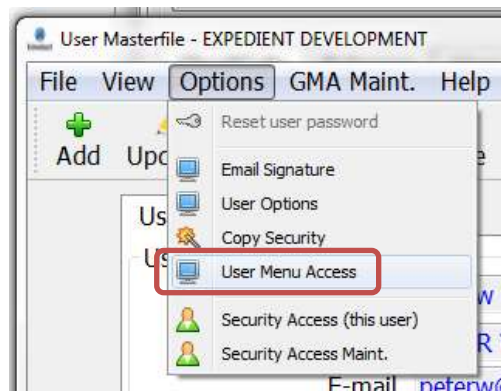
Field Name	Description	Validation	Default
PART_CP	Controls whether a user has permission answer CP Questions	N/A	N/A
UR_ARR_LIST	Controls where a user receives the 1-Stop or Lloyds Vessel Arrivals Report (based on which subscription the site has linked with Expedient)	N/A	N/A
UR_CONS_UPD	Controls whether a user receives the Consol Updates Report. This report display those consols where the ETA has been updated by Expedient based on the Vessel Arrival Dates Changes from 1-Stop.		N/A
UR_EXPCONS	Controls whether a user receives the Export Consol Updates Report. This report displays those Consols where the ETD has been updated by Expedient based on the Vessel Departure and Cut Off Dates from One-Stop		N/A
UR_EXPJOB	Controls whether a user receives the Export Job Updates Report. This report displays those Jobs where the ETD has been updated by Expedient based on the Vessel Departure and Cut Off Dates from One-Stop		N/A
UR_JOB_UPD	Controls whether a user receives the Import Job Updates Report. This report displays those Jobs where the ETA has been updated by Expedient based on the Vessel Arrival Dates from One-Stop. Jobs updated with an Actual date of Arrival in the past will not be shown on the report.		N/A
UR_TSHIP_UPD	Controls whether a user receives the Transhipments Report. This report displays those Jobs where Expedient has updated the Vessel from Transhipment to the actual Vessel based off the On Board Vessel Event from One-Stop.		N/A
<u>ACCOUNTING MODULE</u>			
DB_ACCT_CTRL	Controls whether a user can edit the account control field. This field controls whether users can create invoices for that customer. Setting it to -1 will stop all invoices being created for that customer	N/A	N/A
UR_CTL_TOTS	Controls whether a user receives the Control Totals		N/A

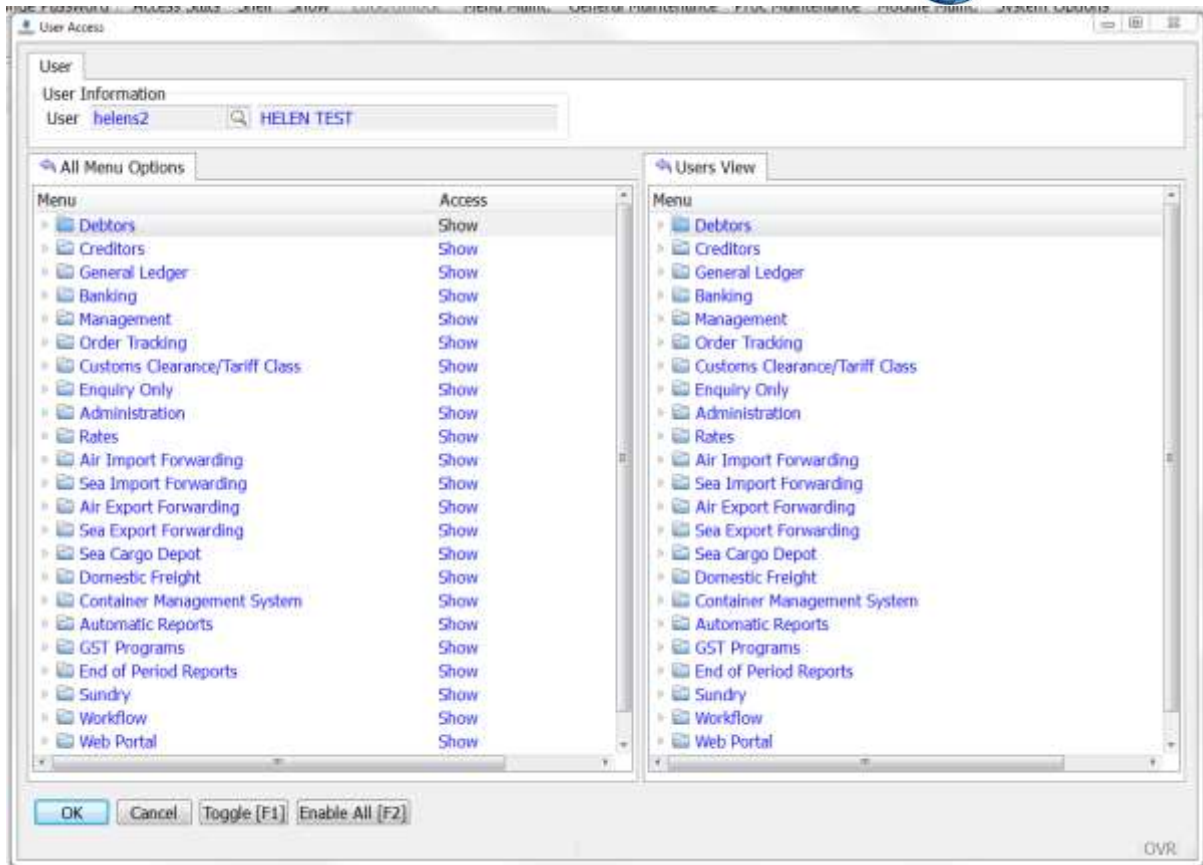
Field Name	Description	Validation	Default
	Report. This report compares the total Debtors and Creditors Aged Totals with the General Ledger Control Totals and the WIP Disbursement Totals.		
RECO_MAIL	Controls whether a user receives the Bank Reconciliation Report each night	N/A	N/A
UR_CHQS_USED	Controls whether a user receives the Cheque Numbers Used Report. This report monitors who is creating cheques and the corresponding cheque numbers and amounts.	N/A	N/A
UR_CHQ_UNCNF	Controls whether a user receives the Unconfirmed Cheques Report (no longer used)		N/A
<u>ORDER TRACKING MODULE</u>			
UR_INORD_ERR	Controls whether a user receives the Inbound Order Error Notification. This report displays any order that has been uploaded incorrectly		N/A
<u>FORWARDING MODULE</u>			
DD_OVERRIDE	Controls whether the user can override stops on generating Delivery Dockets where Customs Status is not correct, Storage Start Date has passed, Number of Pieces is not available in warehouse.	N/A	N/A

USER MENU ACCESS

This screen allows a Superuser to set the menu options other users can see in their Expedient dashboard.

Within the User Masterfile to Options>User Menu Access

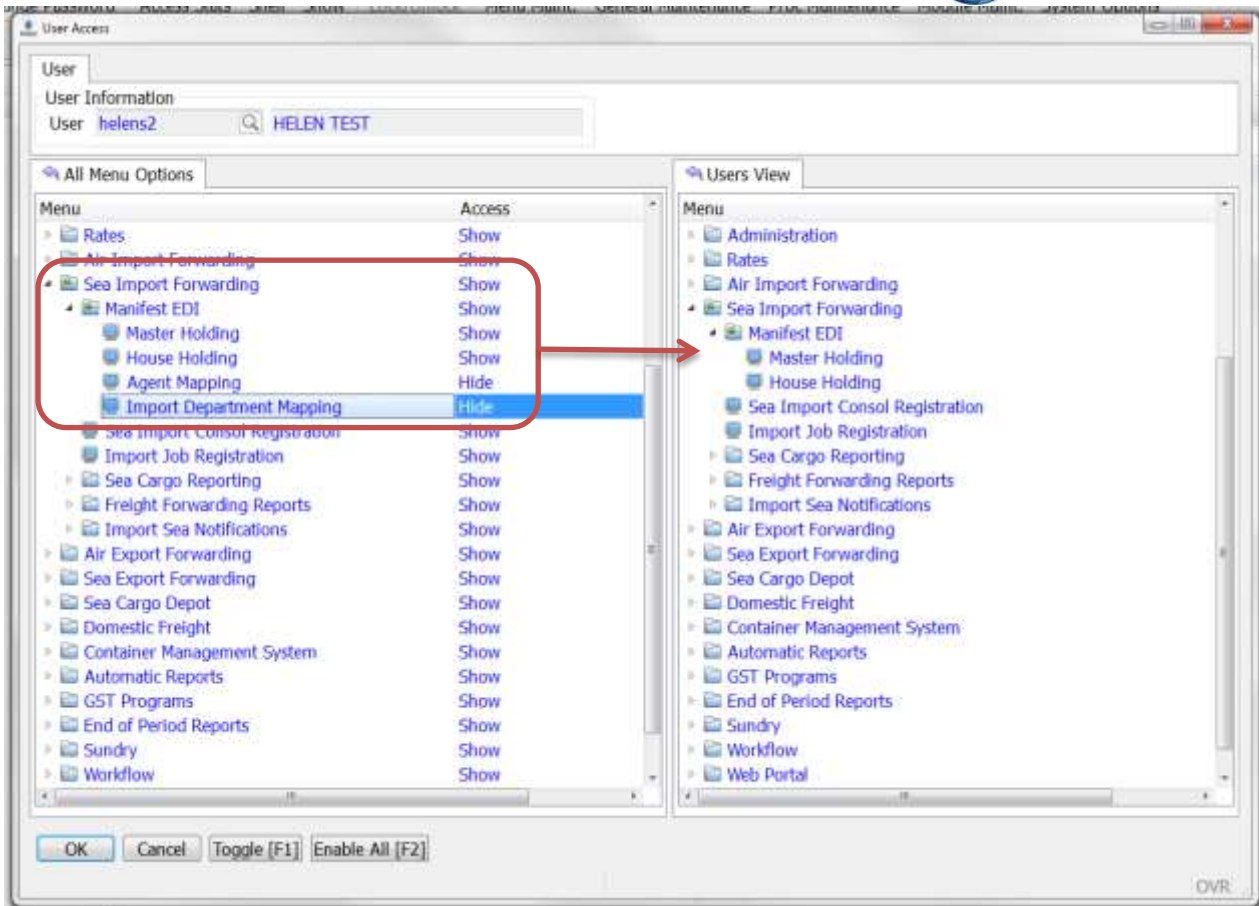




This screen displays all the menus available at your site on the right. The window on the left represents the view of the menu available to the user when they log in.

Use the **Toggle [F1]** button or press F1 to Show or Hide each folder in the menu.

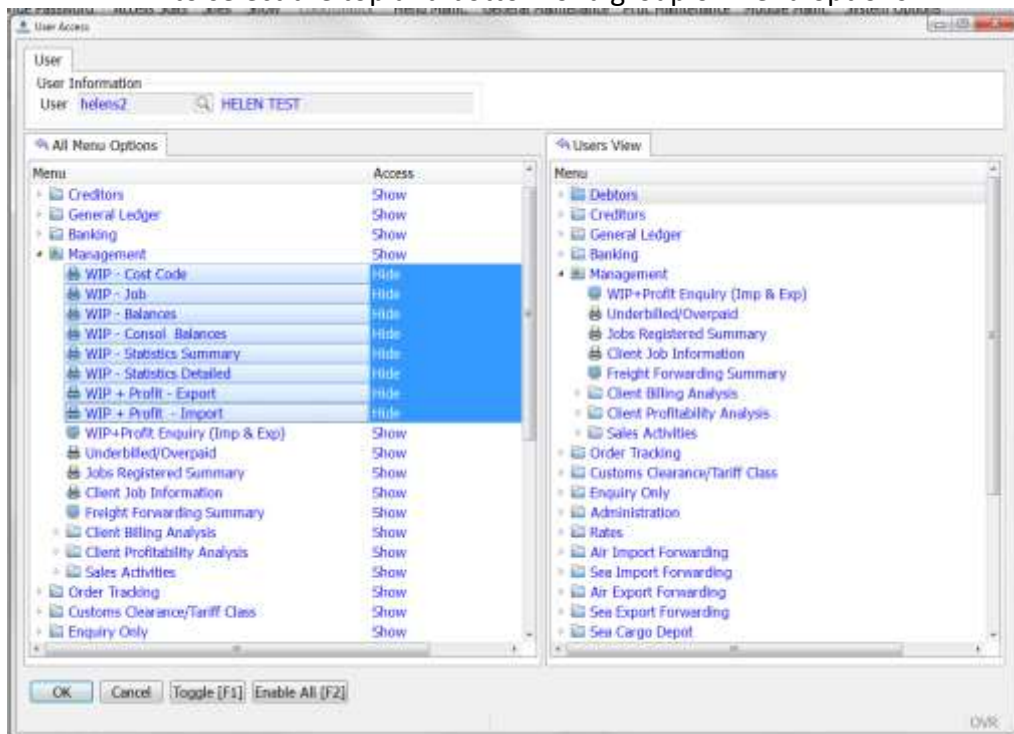
Open the folder to see the options inside the folder and use the **Toggle [F1]** button or press F1 to Show or Hide each option. For example, the user below can access the Manifest EDI folder but they cannot see the Agent Mapping and Import Department Mapping options.



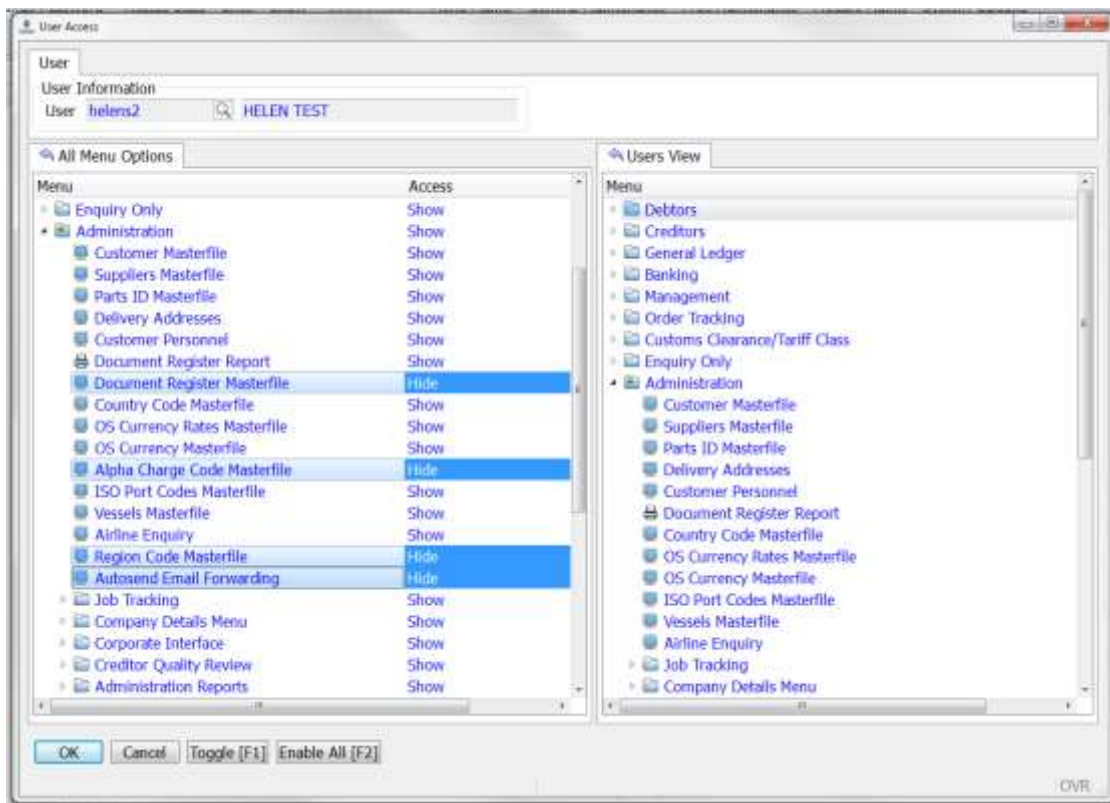
The window on the right automatically updates to show the Users view.

The **Toggle [F1]** button can be used to Show or Hide multiple options in one click when combined with Shift or Ctrl.

Use Shift + **Toggle [F1]** to select the top and bottom of a group of menu options:



Or use Ctrl + **Toggle [F1]** to select multiple menu options that are not adjacent to each other.

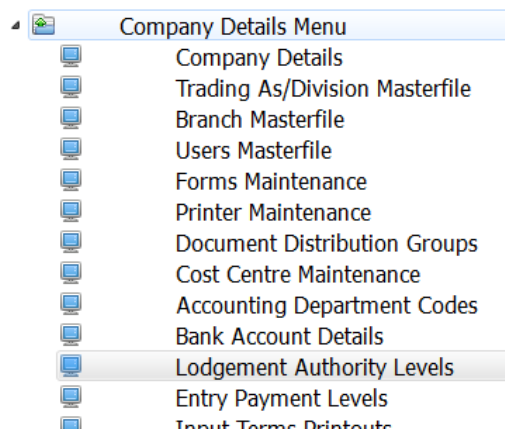


The button **Enable All [F2]** will set all menu options to be shown to the User.

LODGEMENT AUTHORITY LEVELS (CUSTOMS MODULE)

This function allows the Levels to be set that Brokers can be assigned to allow them to submit Entries of certain Customs Values. Expedient will check the Customs Entry value against the Brokers Lodgement Authority Level at the time of submission and stop the submission if the Customs Value exceeds the Broker's authority.

If you would like this functionality please contact Expedient Software.

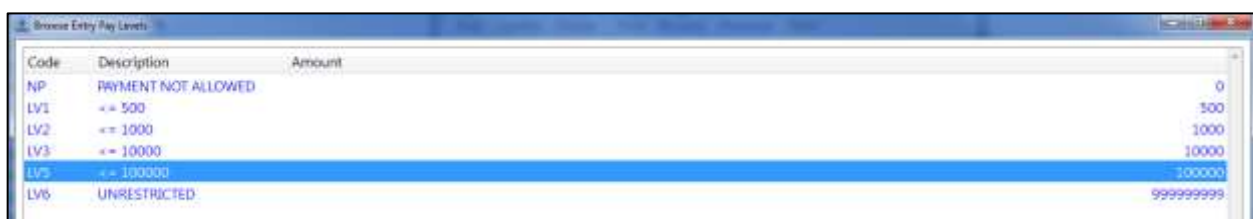




Field Name	Description	Validation	Default
Level Code	This is the code assigned to the Level. The codes are used to order the levels with the pull down list in the User Masterfile.	Mandatory	Blank
Level Description	Enter the text description for the Authority Level. This text will appear in the pull down list in the User Masterfile	Mandatory	Blank
Allow Lodgement up to Customs Value	Enter the maximum Customs Value in this Authority Level	Mandatory	Blank
Modify History	These fields show the name of the user who last update the Lodgement Authority Level and when	N/A	System Generated

ENTRY PAYMENT LEVELS (CUSTOMS MODULE)

This function allows Customs Duty Payment Levels to be set. These levels can then be assigned in the User Masterfile to individual users to limit their payment authorization. The payments levels are pre-defined by Expedient Software, however if Super users wish to change the levels, they can. To do this, go to Administration Menu, Company Details, Entry Payment Levels. The below screen displays the pre-defined levels (browse mode)



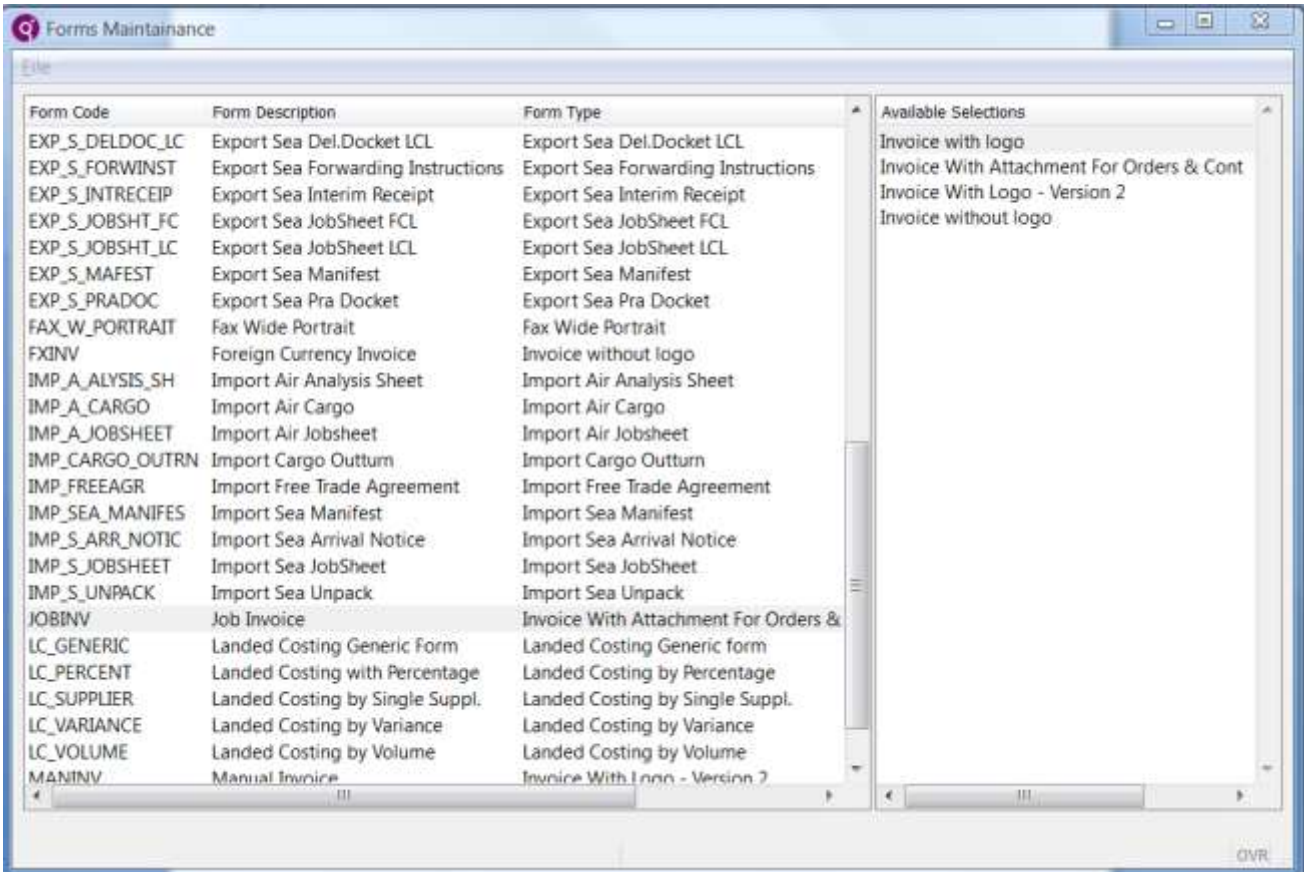
Code	Description	Amount
NP	PAYMENT NOT ALLOWED	0
LV1	<= 500	500
LV2	<= 1000	1000
LV3	<= 10000	10000
LV5	<= 100000	100000
LV6	UNRESTRICTED	99999999

Please Note: If you cannot see this option and you would like this functionality please contact Expedient Software.

Field Name	Description	Validation	Default
Level	This is the description for the payment level	Mandatory	Blank
Description			
Max Amount	This is the maximum amount allowed at this payment level	Mandatory	Blank

Forms Maintenance

The forms maintenance screen allows users to view and change the form that is printed from Expedient. As per below screen, the user has the ability to change the Invoice Print option. The below JOBINV, is the Job Invoice Print. The Form Type Column displays which is the currently selected form. The right hand area display the available options for Invoice Printing.



Form Code	Form Description	Form Type
EXP_S_DELDOC_LC	Export Sea Del.Docket LCL	Export Sea Del.Docket LCL
EXP_S_FORWINST	Export Sea Forwarding Instructions	Export Sea Forwarding Instructions
EXP_S_INTRECEIP	Export Sea Interim Receipt	Export Sea Interim Receipt
EXP_S_JOBSHT_FC	Export Sea JobSheet FCL	Export Sea JobSheet FCL
EXP_S_JOBSHT_LC	Export Sea JobSheet LCL	Export Sea JobSheet LCL
EXP_S_MAFEST	Export Sea Manifest	Export Sea Manifest
EXP_S_PRADOC	Export Sea Pra Docket	Export Sea Pra Docket
FAX_W_PORTRAIT	Fax Wide Portrait	Fax Wide Portrait
FXINV	Foreign Currency Invoice	Invoice without logo
IMP_A_ALYSIS_SH	Import Air Analysis Sheet	Import Air Analysis Sheet
IMP_A_CARGO	Import Air Cargo	Import Air Cargo
IMP_A_JOBSHEET	Import Air Jobsheet	Import Air Jobsheet
IMP_CARGO_OUTURN	Import Cargo Outturn	Import Cargo Outturn
IMP_FREEAGR	Import Free Trade Agreement	Import Free Trade Agreement
IMP_SEA_MANIFES	Import Sea Manifest	Import Sea Manifest
IMP_S_ARR_NOTIC	Import Sea Arrival Notice	Import Sea Arrival Notice
IMP_S_JOBSHEET	Import Sea JobSheet	Import Sea JobSheet
IMP_S_UNPACK	Import Sea Unpack	Import Sea Unpack
JOBINV	Job Invoice	Invoice With Attachment For Orders &
LC_GENERIC	Landed Costing Generic Form	Landed Costing Generic form
LC_PERCENT	Landed Costing with Percentage	Landed Costing by Percentage
LC_SUPPLIER	Landed Costing by Single Suppl.	Landed Costing by Single Suppl.
LC_VARIANCE	Landed Costing by Variance	Landed Costing by Variance
LC_VOLUME	Landed Costing by Volume	Landed Costing by Volume
MANINV	Manual Invoice	Invoice With Logo - Version 2

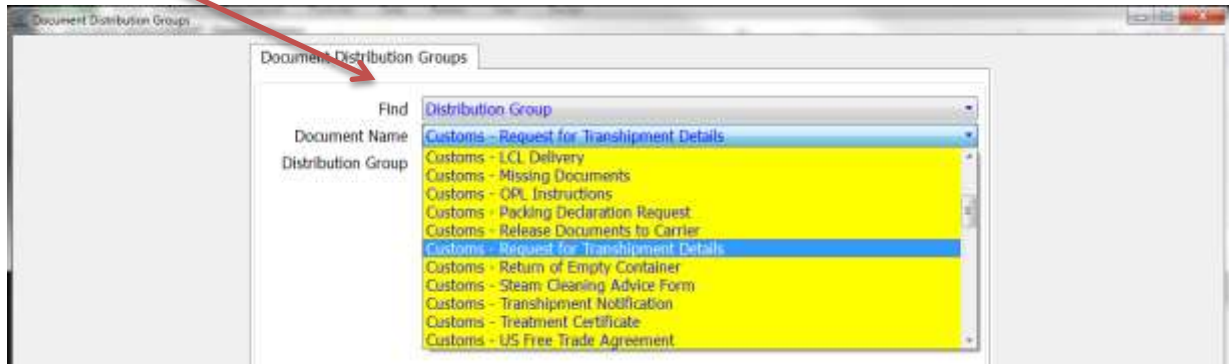
Available Selections

- Invoice with logo
- Invoice With Attachment For Orders & Cont
- Invoice With Logo - Version 2
- Invoice without logo

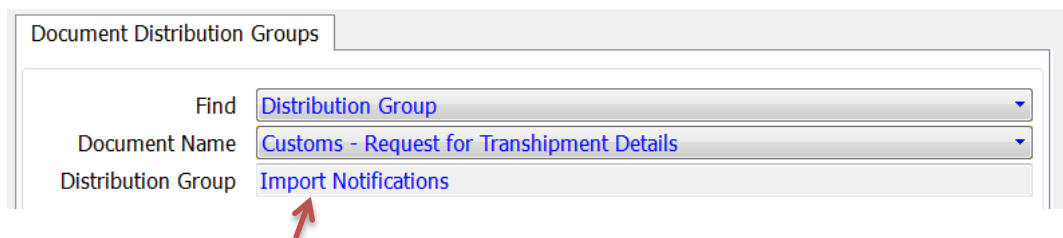
Document Distribution Group

This screen can be used to view all the documents belonging to a Document Group and to look up which group a specific document belongs to.

Use the Find option to search on a Distribution Group



Then search for the document in the Document Name list.

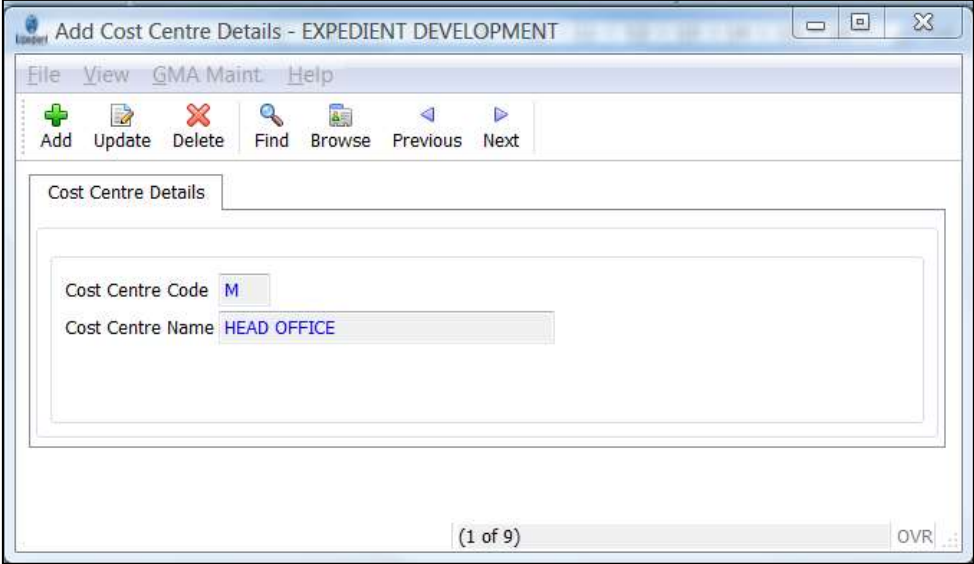


The screen will advise the Distribution Group the document belongs to.

The same screen is accessible from the Personnel Screen by double clicking on a Document Group in the Document Distribution Group section.

Cost Centre Maintenance

Cost Centres are used for separating Income and Expenses on the Balance Sheet, and on Profit and Loss Statements. This is generally used for companies that have 1 ABN but have more than 1 Trading As Name utilising Expedient.



Add Cost Centre Details - EXPEDIENT DEVELOPMENT

File View GMA Maint Help

Add Update Delete Find Browse Previous Next

Cost Centre Details

Cost Centre Code M

Cost Centre Name HEAD OFFICE

(1 of 9) OVR

Departments

The below screen all job related and accounting related Departments for Accounting purposes. Each Department can be assigned a Cost Centre



Department Codes

Department Code NIA

Department Description NSW IMPORT AIR

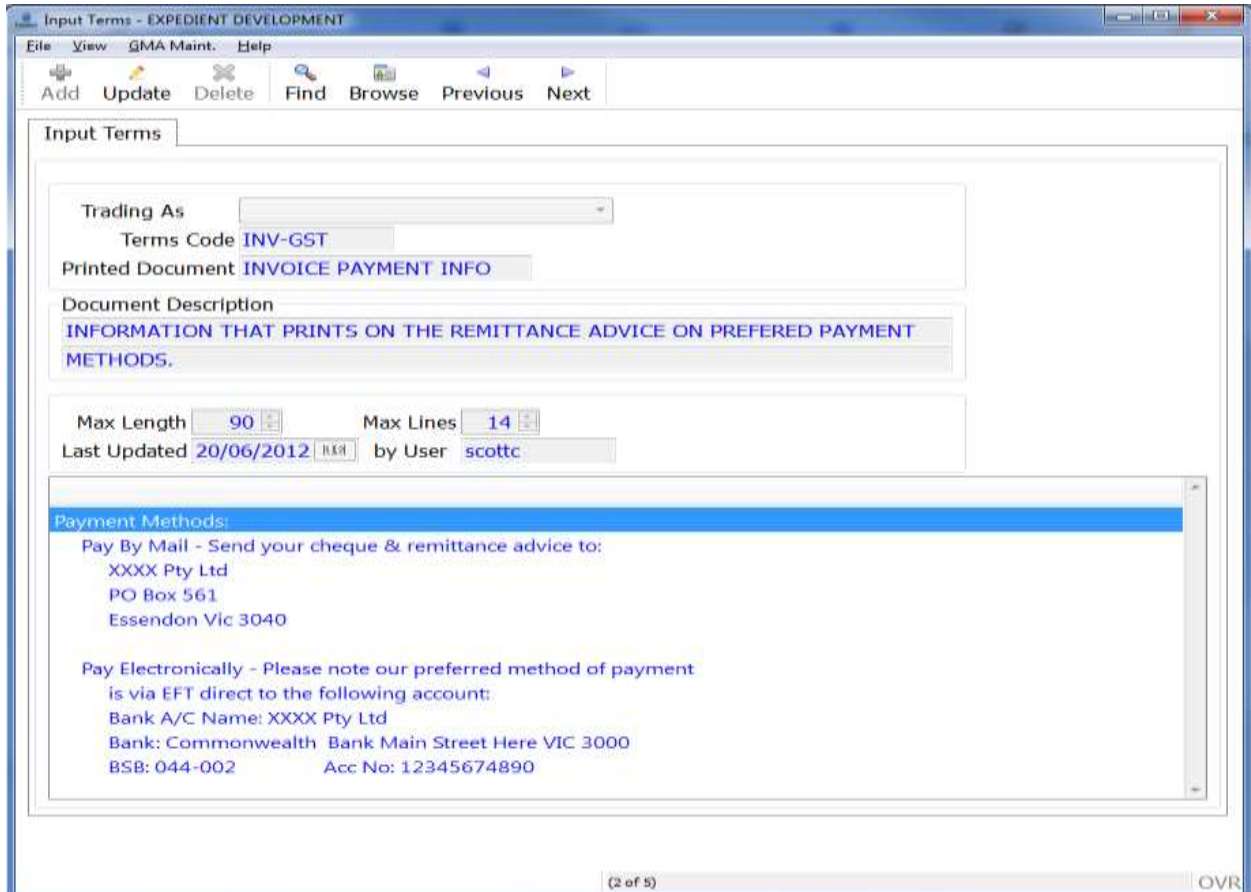
Cost Centre SYDNEY

Input Terms Printouts

Various Printed Documents contain specific company information that Customers need to see. Such things like Bank Account Details on Invoices.

To enter this information, see Administration Menu, Company Details Sub Menu, Input Terms Printouts

The Terms Code will already be added when the document is placed in the system. This screen is only used for update purposes.



Input Terms - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Input Terms

Trading As [dropdown]
Terms Code INV-GST
Printed Document INVOICE PAYMENT INFO
Document Description
INFORMATION THAT PRINTS ON THE REMITTANCE ADVICE ON PREFERRED PAYMENT METHODS.
Max Length 90 Max Lines 14
Last Updated 20/06/2012 by User scottc

Payment Methods:

Pay By Mail - Send your cheque & remittance advice to:
XXXX Pty Ltd
PO Box 561
Essendon Vic 3040

Pay Electronically - Please note our preferred method of payment
is via EFT direct to the following account:
Bank A/C Name: XXXX Pty Ltd
Bank: Commonwealth Bank Main Street Here VIC 3000
BSB: 044-002 Acc No: 12345674890

(2 of 5) OVR

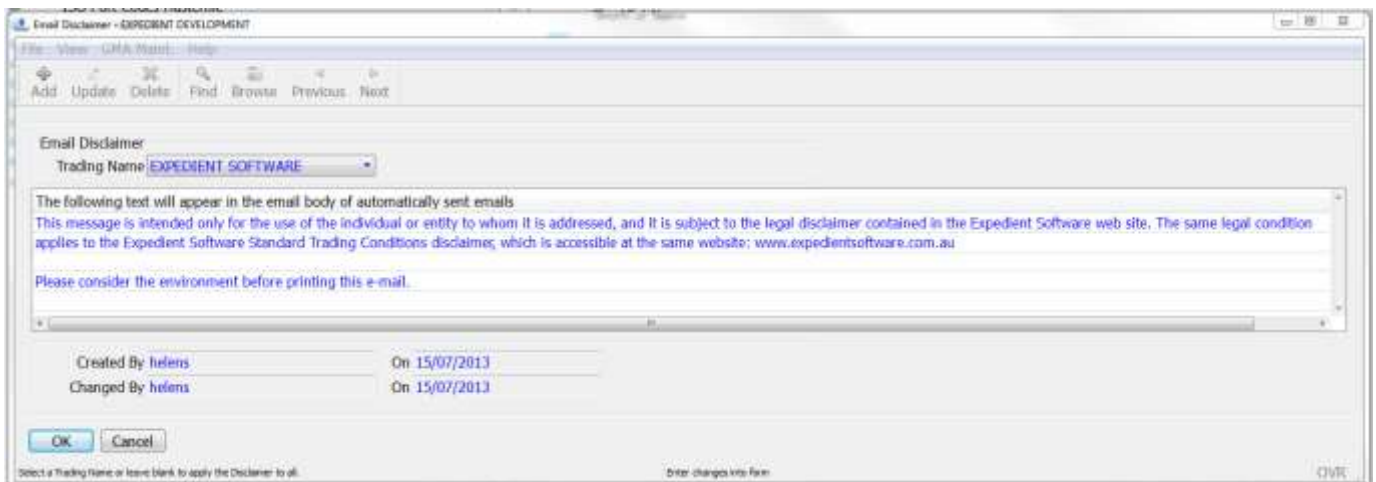
Field Name	Description	Validation	Default
Printed Document	This is the document in which the data will print on.		
Document Description	A short description of what the information is referring to		
Max Length	This is the maximum length you can type that will fit on to the printed document		
Max Lines	This is the maximum lines you can type that will fit on to the printed document		
Last Updated	This is the last time this has been updated		
By User	The user who performed this		
Description	This is the actual data that will print out on the document		

The below is an excerpt of the Remittance Advice which prints on the Invoice. This information is entered into the above screen.

REMOVE THIS SECTION AND SUPPLY WITH PAYMENT	
Remittance Advice	
EXPEDIENT SOFTWARE	
Payment Methods:	Invoice No 430210
Pay By Mail - Send your cheque & remittance advice to: XXXX Pty Ltd PO Box 561 Essendon Vic 3040	Invoice Date 03/08/2012
	Our Reference 3001795 VES
	Client Code CHAINDQ
Pay Electronically - Please note our preferred method of payment is via EFT direct to the following account: Bank A/C Name: XXXX Pty Ltd Bank: Commonwealth Bank Main Street Here VIC 3000 BSB: 044-002 Acc No: 12345674890	CURRENCY AUD
	Total Including GST \$ 0.00
Please Note: Penalties apply to short payment of Duty and GST. acc_invoice_logo_1_page	page 1 of 1

Email Disclaimer Text

This screen allows users to add and maintain text that will appear in the body of email automatically sent from Expedient e.g. with Customs Entries.



Email Disclaimer - EXPEDIENT DEVELOPMENT

File View GMA:Mail Help

Add Update Delete Find Browse Previous Next

Email Disclaimer

Trading Name: EXPEDIENT SOFTWARE

The following text will appear in the email body of automatically sent emails

This message is intended only for the use of the individual or entity to whom it is addressed, and it is subject to the legal disclaimer contained in the Expedient Software web site. The same legal condition applies to the Expedient Software Standard Trading Conditions disclaimer, which is accessible at the same website: www.expedientsoftware.com.au

Please consider the environment before printing this e-mail.

Created By: helen On: 15/07/2013

Changed By: helen On: 15/07/2013

OK Cancel

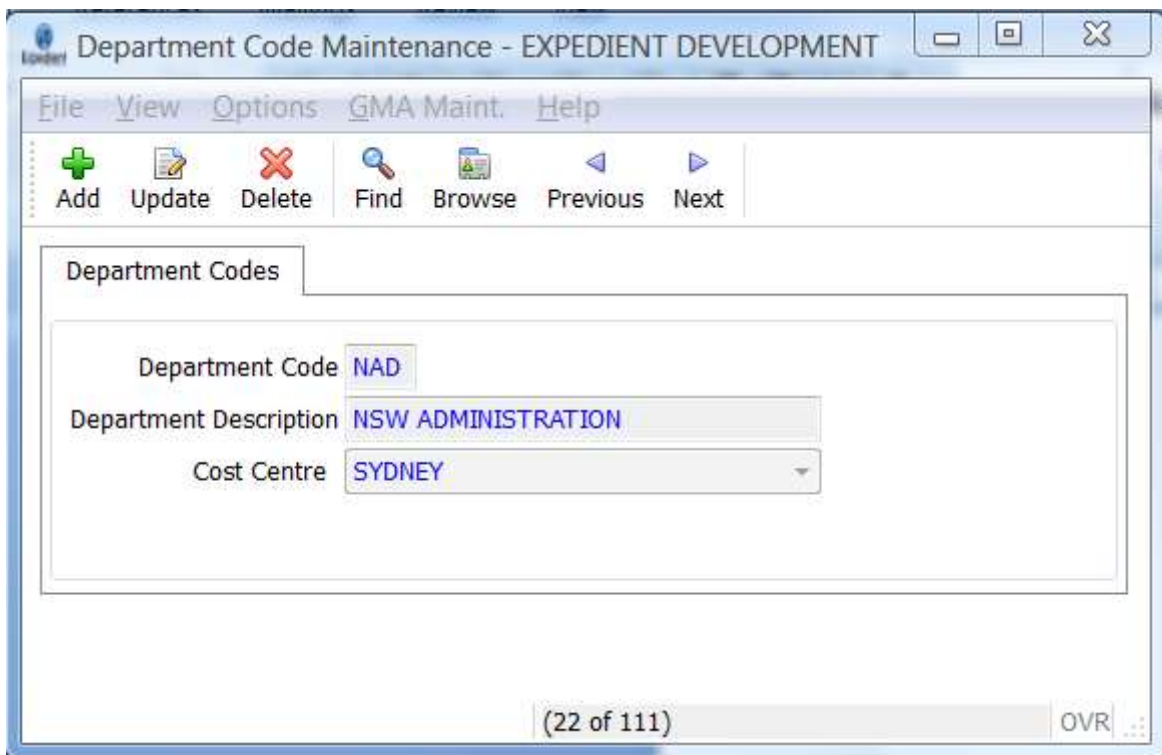
Select a Trading Name or leave blank to apply the Disclaimer to all.

Enter changes into Form

Field Name	Description	Validation	Default
Trading Name	Select the Trading Name that the Disclaimer text is relevant to, or leave the Trading Name blank so that the text is added to all auto emails regardless of department, branch and Trading name.	Optional	Blank
Email Text	Add text in here to be sent in the body of automatically forwarded emails	Optional	Blank
Created by	This is the user who originally added the email text and when	N/A	System Generated
Changed by	This is the user who last updated the email text and when	N/A	System Generated

Department Codes

Department Codes consist of both **job** level departments and **non-job** departments (departments in which money is placed in the General Ledger):



Department Code Maintenance - EXPEDIENT DEVELOPMENT

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next

Department Codes

Department Code NAD

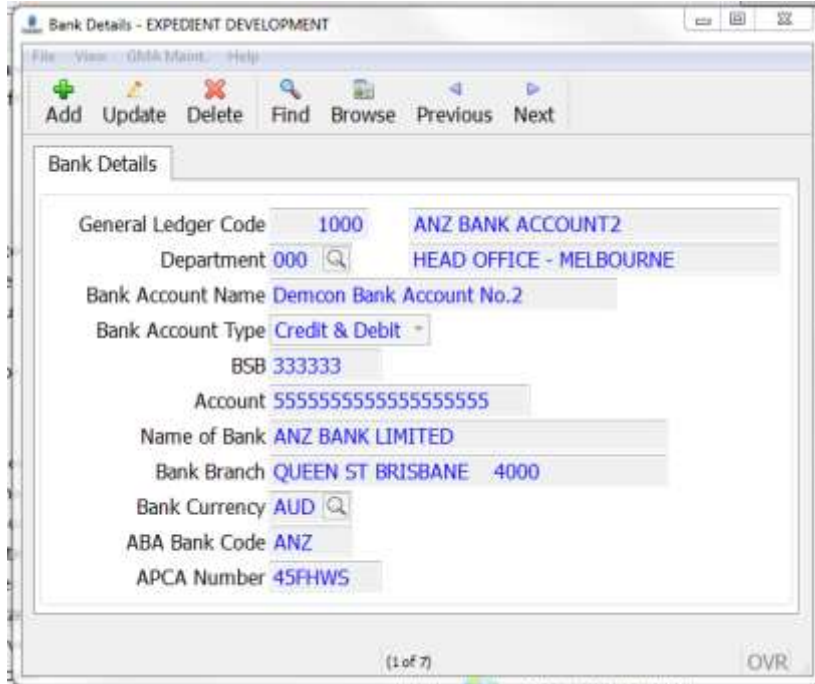
Department Description NSW ADMINISTRATION

Cost Centre SYDNEY

(22 of 111) OVR

Bank Account Details

Expedient allows users to assign a bank account to a General Ledger Code and a default Department:



Bank Details - EXPEDIENT DEVELOPMENT

File View Global Maint Help

Add Update Delete Find Browse Previous Next

Bank Details

General Ledger Code 1000 ANZ BANK ACCOUNT2

Department 000 HEAD OFFICE - MELBOURNE

Bank Account Name Demcon Bank Account No.2

Bank Account Type Credit & Debit

BSB 333333

Account 5555555555555555

Name of Bank ANZ BANK LIMITED

Bank Branch QUEEN ST BRISBANE 4000

Bank Currency AUD

ABA Bank Code ANZ

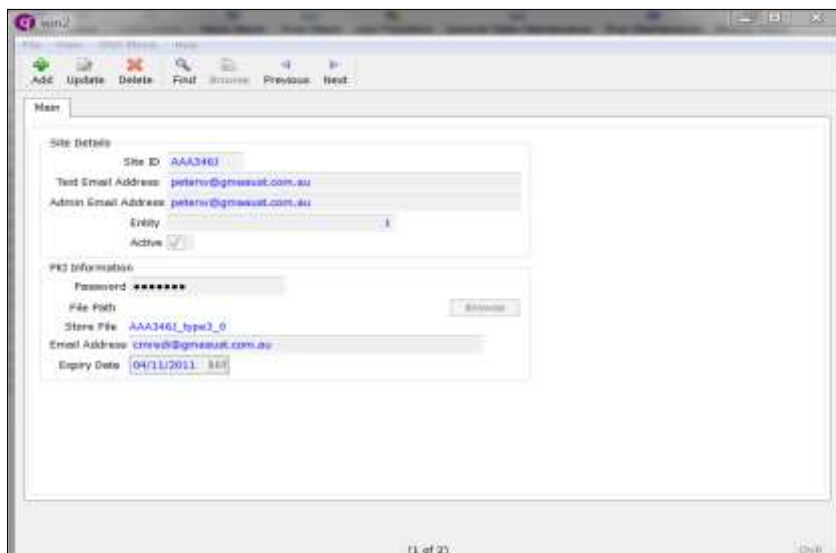
APCA Number 45FHWS

(1 of 7) OVR

These details are mandatory for EFT Bank File payments.

Adding/Modifying PKI Certificate

The PKI Certificate is used to authenticate your company when lodging Customs Entries with Customs Australia. This screen is used when your PKI expires. This screen is found in the Administration Menu, Company Details Sub Menu, PKI Maintenance



Main

Site Details

Site ID AAA3461

Test Email Address peter@gnasust.com.au

Admin Email Address peter@gnasust.com.au

Entity

Active ☒

PKI Information

Password *****

File Path Browse

Store File AAA3461_type3_0

Email Address cmr@d@gnasust.com.au

Expiry Date 04/11/2011 360

(1 of 2) OVR

Field Name	Description	Validation	Default
Text Email Address	This email address is used for Customs to send documents to, this should be the same as per the Customs Certificate	Mandatory	Blank
Admin Email Address	This is used in the event of any issues, Customs will send to this address	Mandatory	Blank
Entity	Unique identifier for your company, display only	Mandatory	Set by System
Active	Check this if this site is active	Mandatory	Blank
PKI Password	This is the password that you received from Customs	Mandatory	Blank
PKI Certificate	Load the Customs PKI Certificate into this field	Mandatory	Blank
Email Address	This is where the Customs messages are sent from and to by Customs	Mandatory	Blank
Expiry Date	This is the date in which the PKI expires	Mandatory	Blank

Auto Journal Maintenance

This option is available where your site has the Accounting Module. These screens allow you to store rules to automatically create Job Only Profit Journals according to the stored rules.

Reassign Account Maintenance

This option is helpful in AU. AU Customs Fees are received into Expedient on Account Number 2305 (ACS Processing Fees) but may be billed to your client on Account Number 2300 (Duty GST and Customs Fees)



Expedient can find all negative values for the Account Number in the screen matching positive values for the Reassignment Account Number and create Journals as part of the automatic overnight process to reassign the values to the new Account Number. The Journals will be automatically posted as part of the overnight process with the user 'AUTO DUTY'.

E.g.

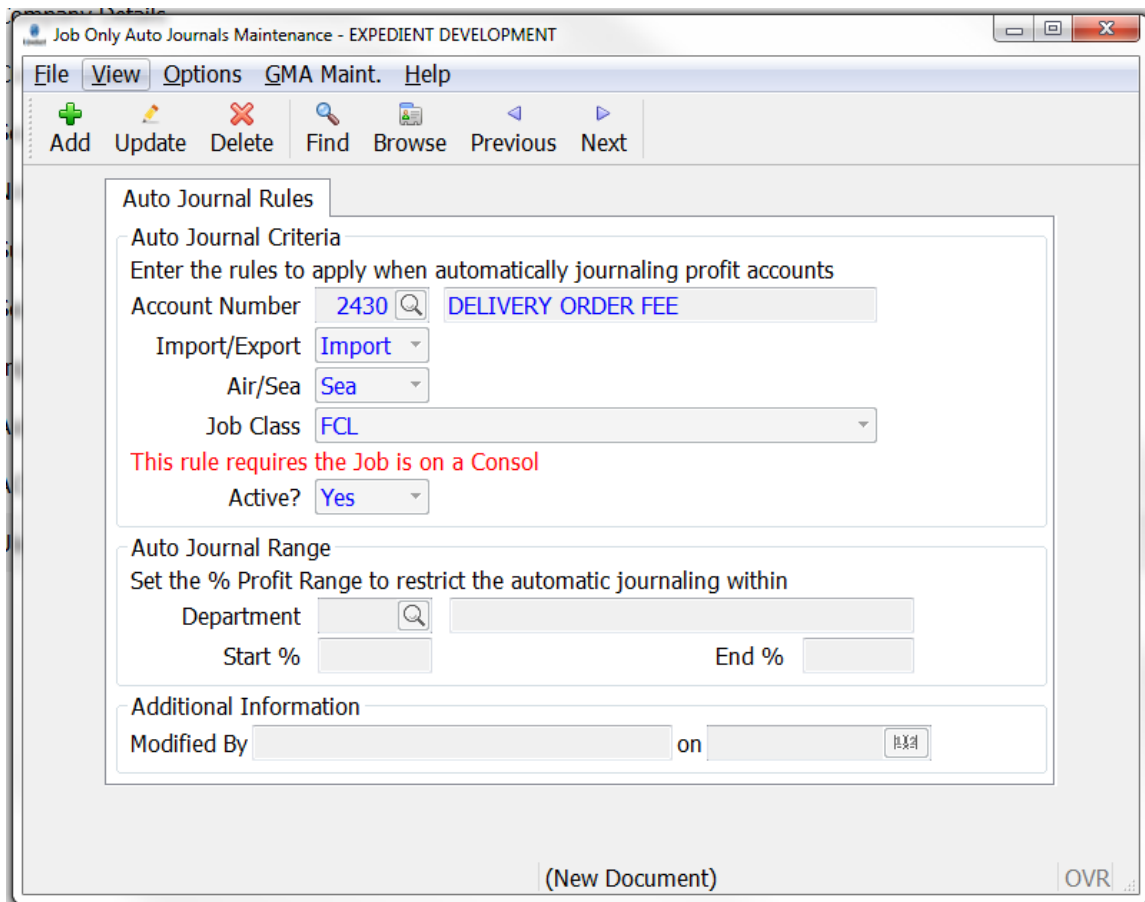
Account Code 2305 is to be reassigned to Account Code 2300 according to the above screen shot. The overnight process finds a Job with Account Code 2305 of value -\$95. The Job also has Account

Code 2300 with value \$95. This means the Job has a cost of \$95 against Account Number 2300 (Duty GST and Customs Fee) and billed \$95 against Account Number 2305 (ACS Processing Fees).

A Journal is automatically created to debit Account Number 2305 with \$95 and a Journal is automatically created to credit Account Number 2300 with -\$95. The Account Number 2300 is now balanced and shows no costs and no profit, and the Account Number 2305 is balanced with \$95 Costs and \$95 Billed out.

Job Only Auto Journals Maintenance

This screen allows you to add and maintain rules to automatically create Job Only Profit Journals from WIP. The automatic Job Only Profit Journals are created and posted every night.



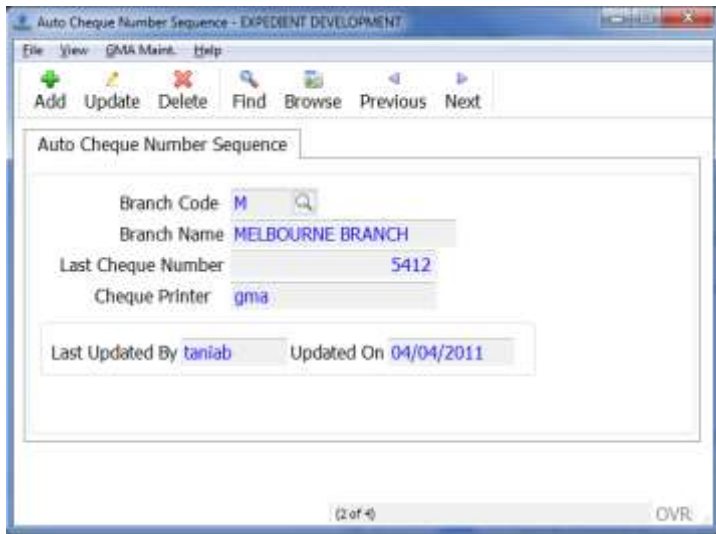
Field Name	Description	Validation	Default
Account Number	This is the Account Number to be automatically journaled	Optional	Blank
Import/Export	Select if the rule applies to Import or Export Jobs, or Both	Mandatory	Both
Air/Sea	Select if the rule applies to Air or Sea Cargo Jobs, or Both	Mandatory	Both
Job Class	Select a specific Job Class or ALL if the rule only applies to Jobs on a Consol. If the rule applies to all Jobs regardless of Consol select 'Not Applicable'.	Mandatory	Not Applicable

Field Name	Description	Validation	Default
Active?	Select if the rule should be included in the overnight generation of the journal	Mandatory	Yes
Department	Select if the rule applies only to a specific Department. Leave blank to apply the rule to all Departments	Optional	Blank
Start%	<p>The rule can be applied to profits that fall within a specified % Profit range. Expedient will calculate the % value for the profit amount against the total sum of the Account Code billed for the Job.</p> <p><i>E.g. a Job has account 2700 that must be within %10 and %50 profit range to be auto profit journaled. The account code 2700 total value in credit for the job number in the journal is \$20. The total value of account code 2700 billed for the job across multiple invoices was \$200. Therefore the % profit is 10% and falls within the range and can be auto profit journaled.</i></p> <p>Enter the start of the % Profit range</p>	Mandatory if an End % entered	Blank
End%	Enter the end of the % Profit range	Mandatory if Start % entered	Blank

The Journals are posted overnight as user 'AUTO JNL'.

Auto Cheque Number Sequence

Expedient allows users to print cheques. This screen allows administrators to enter the cheque sequences by Branch.



Auto Cheque Number Sequence - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Auto Cheque Number Sequence

Branch Code: M

Branch Name: MELBOURNE BRANCH

Last Cheque Number: 5412

Cheque Printer: gma

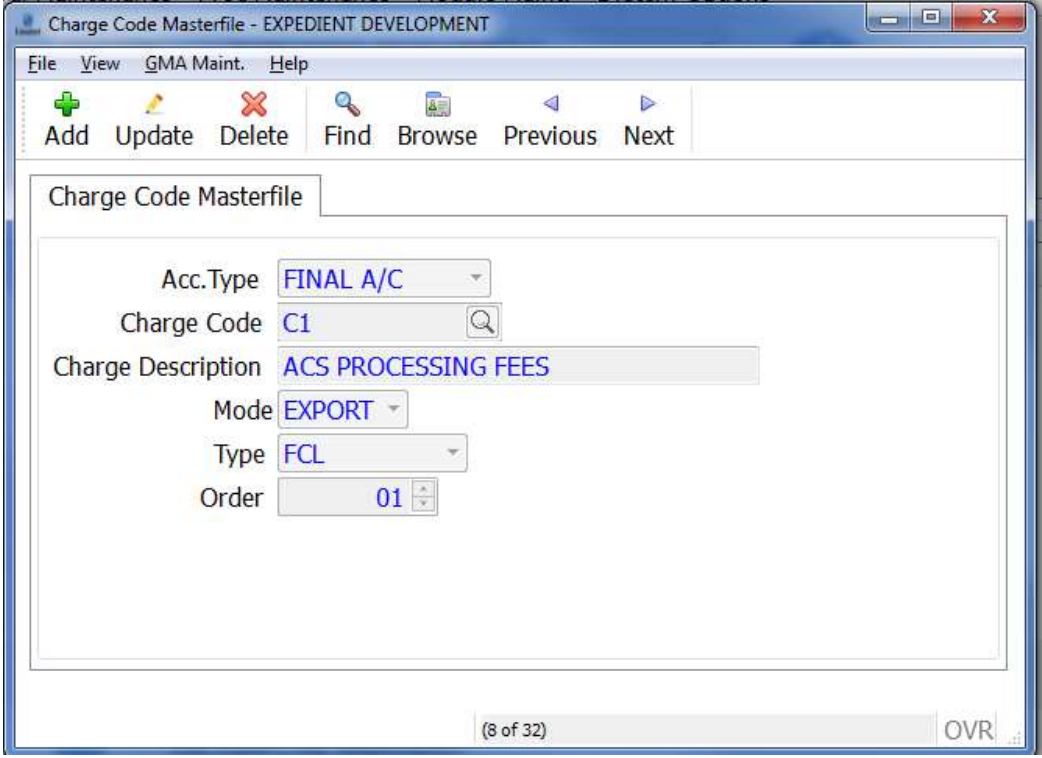
Last Updated By: taniab Updated On: 04/04/2011

(2 of 4) OVR

Billing Sheet Maintenance

Expedient allows users to choose which Billing Codes are to print and in what order on the Billing Sheet Documents for Import and Export.

See below:



Charge Code Masterfile - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Charge Code Masterfile

Acc.Type FINAL A/C

Charge Code C1

Charge Description ACS PROCESSING FEES

Mode EXPORT

Type FCL

Order 01

(8 of 32) OVR

FSU Interface

Expedient will send requests for FSU updates of Air Cargo Imports. This screen stores the details of where to send the request to and how to receive the FSU updates. Your site must have an account with CCN to receive FSU updates.



FSU Interface - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

FSU Interface

CCN FTP Account Details

URL millman

Username taniab

Password gfm1305

Send Directory Path tmp

Receive Directory Path FSU/OUT

Active Yes

Modified by TANIA BINOS1234567890 On 06/12/2013

Action

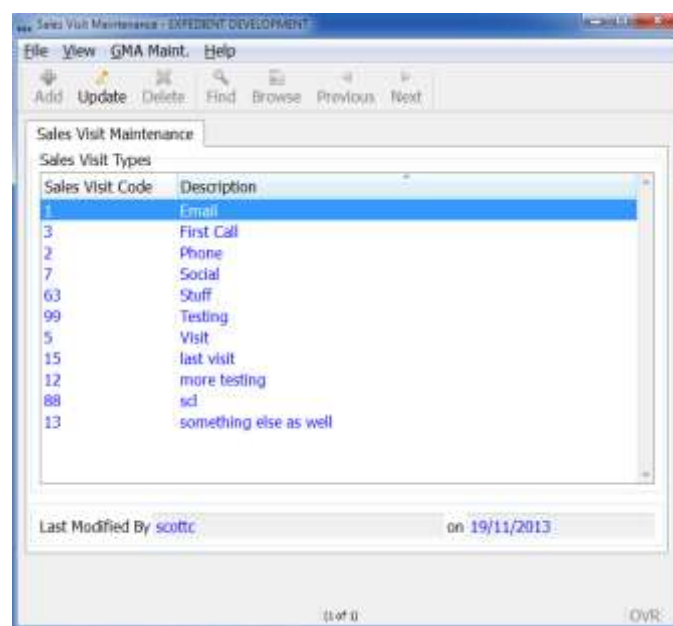
(1 of 1) OVR

Expedient will send an update request containing the Master Air Way Bill number to CCN on successful lodgement of an Air Cargo Report. CCN will then send FSU updates back and the latest update will be displayed in the Air Import Consol Registration screen next to the flight number.

Further details of the FSU update can be seen using the Communication menu, View Message History. This screen lists all messaging including the original request to CCN. The most recent FSU update will be at the top of the list. Double click on a message to see the original file from CCN.

Sales Visit Maintenance

Expedient allows users to add/modify Sales Visits Types. Sales Visits Types are used with the Customer Sales Profile Screen when recording and reporting Sales Visits. Ensure, when adding a new Sales Visit, that the Sales Visit Code is unique and is a number.



Required Docs Configuration

This screen allows you to automatically tick Documents as required in the Document Screen for Import Sea and Air Jobs and allows you to determine if the Documents screen will automatically pop up when jobs are added or updated.

Required Documents Configuration - EXPEDIENT DEVELOPMENT

File View Options GMA Maint. Help

+ Add Update Delete Find Browse Previous Next

Required Documents Configuration

Documents Screen Rules

Pop up Documents Screen on Job Add **Yes**

Pop up Documents Screen on Job Update **Yes**

Only Pop up Screen where OWN Broker **Yes**

Pop up Screen in Update Mode **Yes**

Original Bill in Job triggers Original Bill Received **Yes**

Required Documents Configuration

Mode	Documents
Air	Original Bill
Air	Supplier Invoice
Sea	Copy Bill
Sea	Packing Declaration
Sea	Supplier Invoice

Modified By **HELEN STAPELY** on **28/08/2015**

(1 of 1) OVR


Field Name	Description	Validation	Default
Documents Screen Rules			
Pop up Documents Screen on Job Add	This will set Expedient to automatically open the Documents screen when a new Import Job is added	Optional	No
Pop up Documents Screen on Job Update	This will set Expedient to automatically open the Documents screen when an Import Job is updated	Optional	No
Only Pop up Screen where OWN broker	In conjunction with the first two option this flag will only pop up the Documents Screen for Brokerage Jobs	Optional	No
Pop up Screen in Update Mode	This will open the Documents screen in UPDATE mode. This means the Update Button doesn't need to be clicked to tick documents as required or received	Optional	No

Field Name	Description	Validation	Default
Original Bill in Job Triggers Original Bill Received	If the OWENC/ONC field in the Import Job Registration screen is set to Original Bill Expedient can automatically tick the Original Bill as received in the Documents Screen. This will also trigger the Original Bill received event.	Optional	No
Required Documents Configuration			
Mode	Select if the Document is required for Air or Sea Import Jobs	Optional	Blank
Documents	Select from the pull down list of documents	Mandatory if Mode is selected	Blank
Modified By	The user who last updated the configuration	N/A	N/A
On	The date the configuration was last updated	N/A	N/A

Inter Country Maintenance

Expedient allows sites to import and export supplier invoices and shipper invoices between sites in different countries e.g. between Australia and New Zealand branches. This screen stores the details of the transfer of data.

Send Method – LOCAL



File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Invoice Transfers

Country AU

Outgoing

Sending Transfer Files? ☒

Send Method LOCAL

Move to Entity 39 /usr/ftprobot/inter_country/39/imp_inv_in

Incoming

Receiving Transfer Files? ☒

Receive Method LOCAL

Incoming File Destination /usr/ftprobot/inter_country/3/imp_inv_in

(1 of 1) OVR

Send Method – FTP

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Invoice Transfers

Country **NZ**

Outgoing

Sending Transfer Files? ☒

Send Method **FTP**

FTP Pickup Directory

Incoming

Receiving Transfer Files? ☒

Receive Method **FTP**

Server Name

FTP Name

FTP Password

FTP Path

Incoming File Destination **/usr/ftprobot/inter_country/3/imp_inv_in**

(1 of 1) OVR

Send Method – Email

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Invoice Transfers

Country **AU**

Outgoing

Sending Transfer Files? ☒

Send Method **EMAIL**

Email Address **1@1.com**

Incoming

Receiving Transfer Files? ☒

Receive Method **EMAIL**

Incoming File Destination **/usr/ftprobot/inter_country/3/imp_inv_in**

(New Document) OVR

Field Name	Description	Validation	Default
Outgoing			
Sending Transfer Files?	This indicates if this site is sending Invoices to another site	Optional	Blank
Country	This is the country the files will be sent too	Mandatory if sending files	Blank
Send Method	Select a method from the drop down list	Mandatory	Blank
Email Address	Enter the email address the file are sent to	Optional	Blank
FTP Pickup Directory	This is the directory where the files will be picked up from	Optional	Blank
Move to Directory	This is the local directory the files will be moved to	Optional	Blank
Incoming			
Receiving Transfer Files?	This indicates if this site is receiving Invoices from another site	Optional	Blank

Field Name	Description	Validation	Default
Receive Method	Select a method from the drop down list	Mandatory if receiving files	Blank
Server Name	This is the name of the server	Optional	Blank
FTP Name	This is the name of the FTP	Optional	Blank
FTP Password	This is the password for the FTP	Optional	Blank
FTP Path	This is the path for the FTP	Optional	Blank

Overnight processes send and receive invoice files according to the set up in the screen above.

E.g. Customs Export Entries for Air and Sea Exports in AU can be sent to an NZ site. When the Australian Export Entry is submitted the Shipper Invoice is queued to be sent in the overnight process to NZ. At the NZ site the Shipper Invoice will be matched with the NZ Import House Bill number and the invoice can be located in the NZ Supplier Invoice Number look up in the Supplier Invoice screen. The Source column will show 'C' for transferred invoices.

Export Shipper Invoices from NZ to can be sent to AU and located in the AU Supplier Invoice screen in a similar way.

Corporate Interface

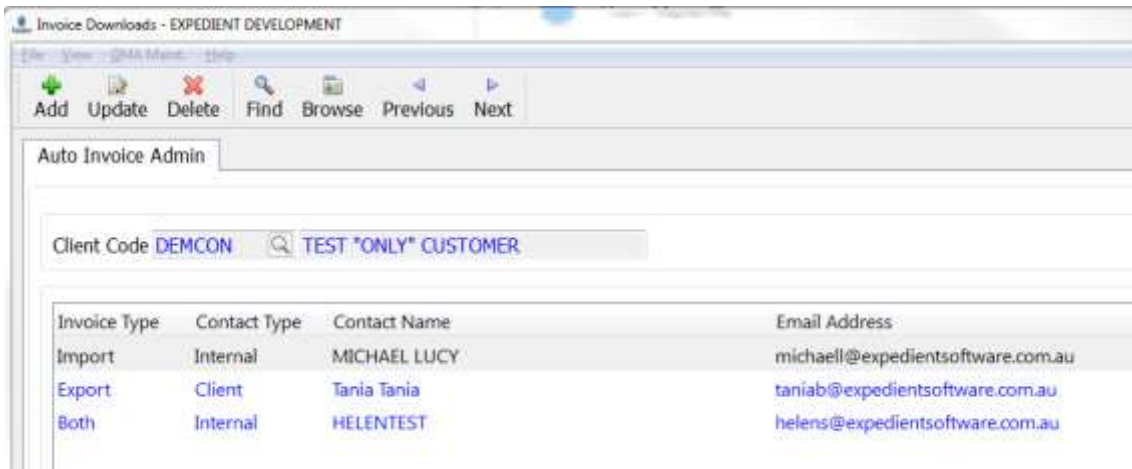
This folder stores the configuration for receiving information into Expedient from your Corporate system and sending information from Expedient to your Corporate System.

Inbound

These screens contain the configuration used to import data into Expedient from external sources.

AUTO INVOICE ADMIN

This screen stores information on which internal and external contacts are alerted when Supplier or Shipper Invoices are received into Expedient using the Email File Feature.



Invoice Type	Contact Type	Contact Name	Email Address
Import	Internal	MICHAEL LUCY	michaell@expedientsoftware.com.au
Export	Client	Tania Tania	taniab@expedientsoftware.com.au
Both	Internal	HELENTST	helens@expedientsoftware.com.au

Add, update or delete rows in this table of Contacts. If an email address requires changing please update the User Masterfile for the Internal contact, or the Personnel Masterfile for a Client.

VIEW DOWNLOADED INVOICES

This screen provides a view of the data in Supplier Invoices received into Expedient



Download Parts - EXPEDIENT DEVELOPMENT

File View Options GMA Maint Help

Add Update Delete Find Browse Previous Next

Download Parts

Client DEMCON

Supplier DEMSUP

Inv No 3

Part No PART A

Part Desc PART A DESCRIPTION

Qty 100

Unit vol

Unit qty

Amount 100.00

TLF

Order No ORDERNO1

Cont No

Load Date

Line No 1

Shipmt

Currency

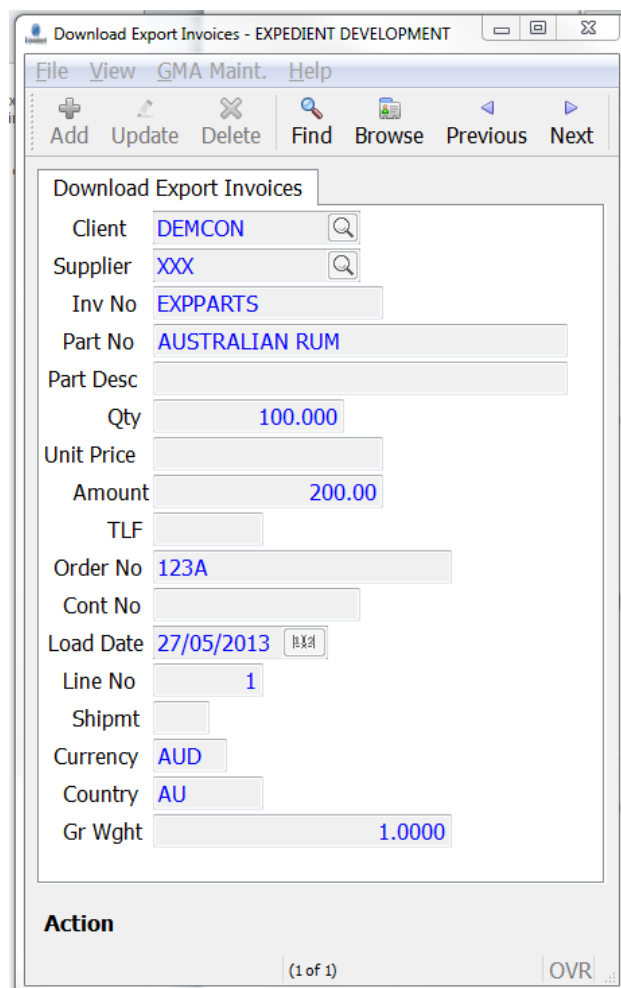
Country IN

Action

(1 of 20) OVR

VIEW DOWNLOADED EXPORT INVOICES

This screen provides a view of the data in Shipper Invoices received into Expedient



Download Export Invoices - EXPEDIENT DEVELOPMENT

File View GMA Maint Help

Add Update Delete Find Browse Previous Next

Download Export Invoices

Client DEMCON

Supplier XXX

Inv No EXPPARTS

Part No AUSTRALIAN RUM

Part Desc

Qty 100.000

Unit Price

Amount 200.00

TLF

Order No 123A

Cont No

Load Date 27/05/2013

Line No 1

Shipmt

Currency AUD

Country AU

Gr Wght 1.0000

Action

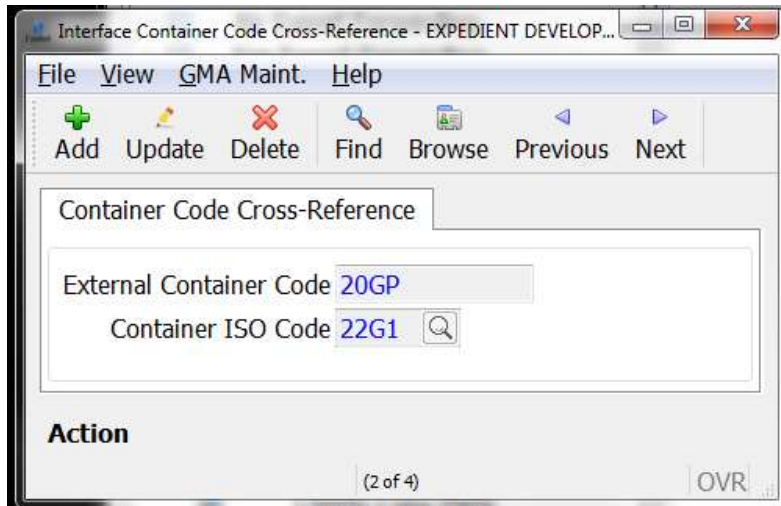
(1 of 1) OVR

LOAD PARTS FILE

If you have a Parts File, you can upload this file via this menu options. The file must be in a specified format. Please refer to the Automatic Parts Download information in the Customs User Manual for further details.

CONTAINER CODE CROSS REFERENCE (AU ONLY)

This screen stores the mapping between the Container Code received from the external system and the ISO Container Code used in Expedient.

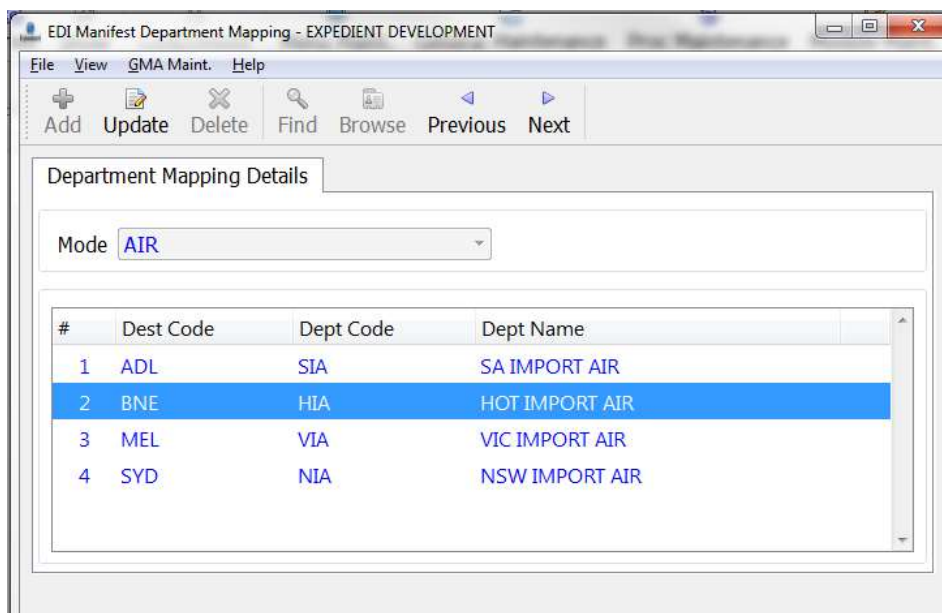


Use Add, Update and Delete to add and maintain this mapping.


IMPORT DEPARTMENT MAPPING

Destination ports can be mapped to Departments so that imported data used to create Consol and Jobs can be assigned the correct Department Codes on receipt of the Manifest.

Use the Next and Previous toolbar buttons to view the Air and Sea mode department mapping.

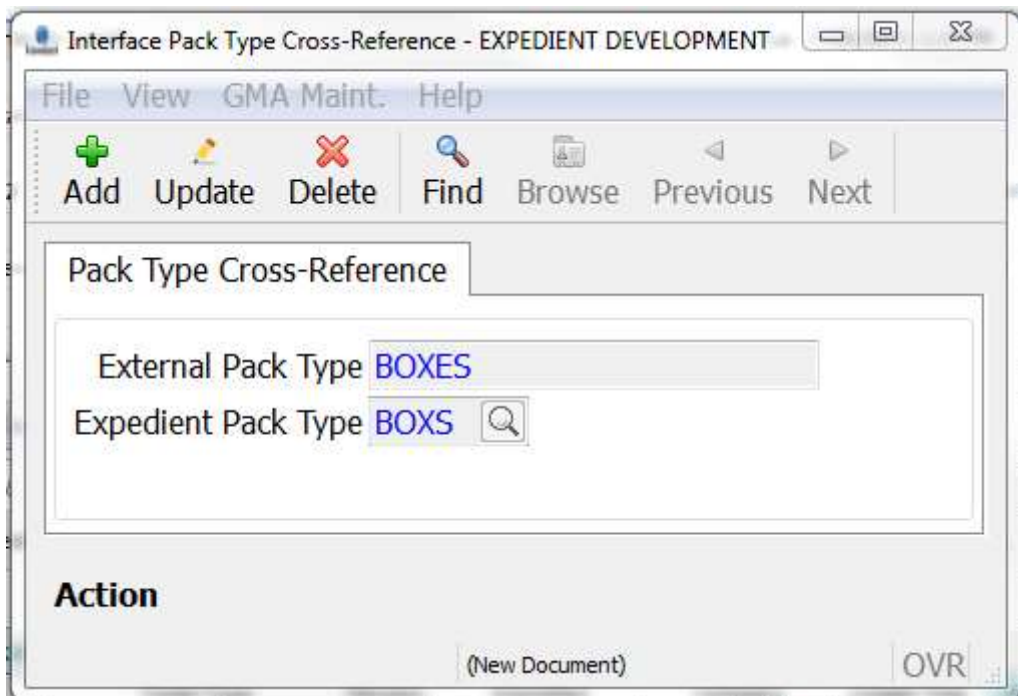


#	Dest Code	Dept Code	Dept Name
1	ADL	SIA	SA IMPORT AIR
2	BNE	HIA	HOT IMPORT AIR
3	MEL	VIA	VIC IMPORT AIR
4	SYD	NIA	NSW IMPORT AIR

Field Name	Description	Validation	Default
Mode	This indicates if the mapped departments are SEA or AIR	Mandatory	AIR
Dest Code	This is the port code. For AIR insert the ISO Airport code. For SEA insert the 5 character port code	Mandatory	Blank
Dept Code	This is the department code. Use the  to zoom on your department codes matching the Mode AIR or SEA	Mandatory	Blank
Dept Name	This is the full name for the selected Department Code	System Generated	Blank

PACK TYPE CROSS REFERENCE

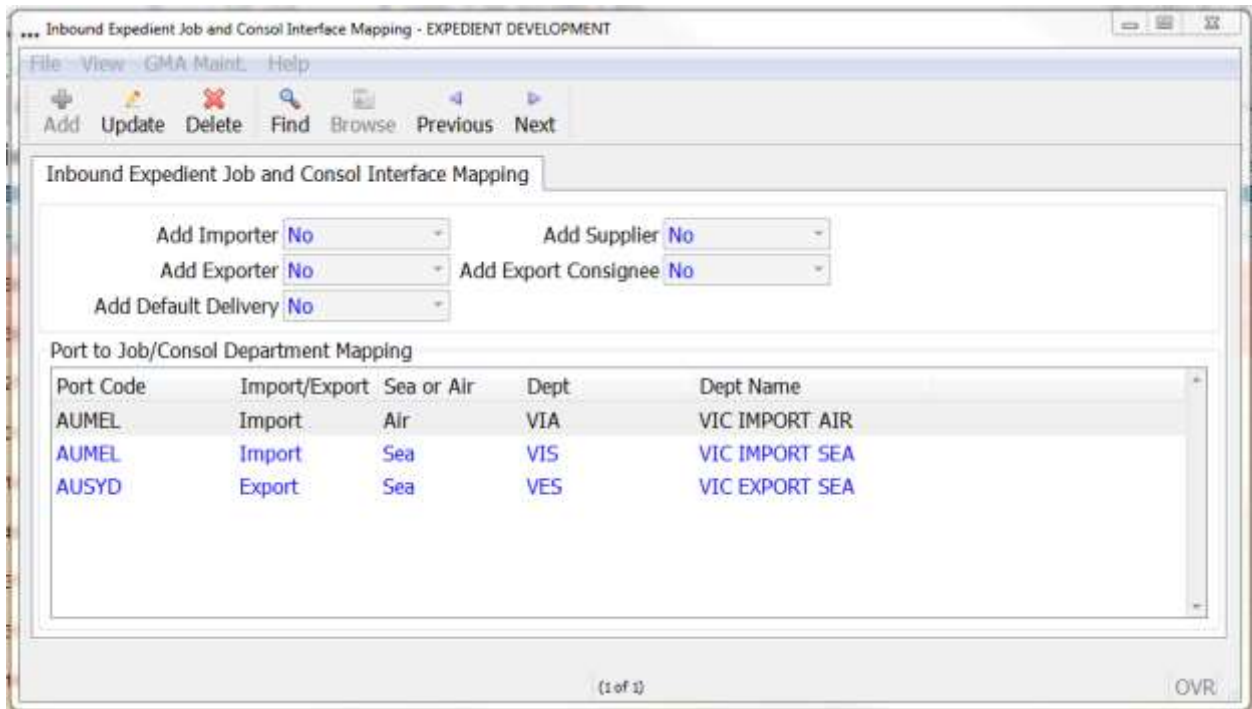
This screen is used to map external package types to the existing Expedient Pack Type codes.





Field Name	Description	Validation	Default
External Pack Type	Enter the code for the package type that the external system uses. Expedient will not all the same external code to be mapped to more than one Expedient Pack Type.	Optional	Blank
Expedient Pack Type	Enter the Expedient Type the external pack type code is matched to	Mandatory if and External Pack Type code is entered	Blank

EDI JOBS INTERFACE MAPPING

This screen is used to map information in incoming files to create consols and jobs in Expedient.

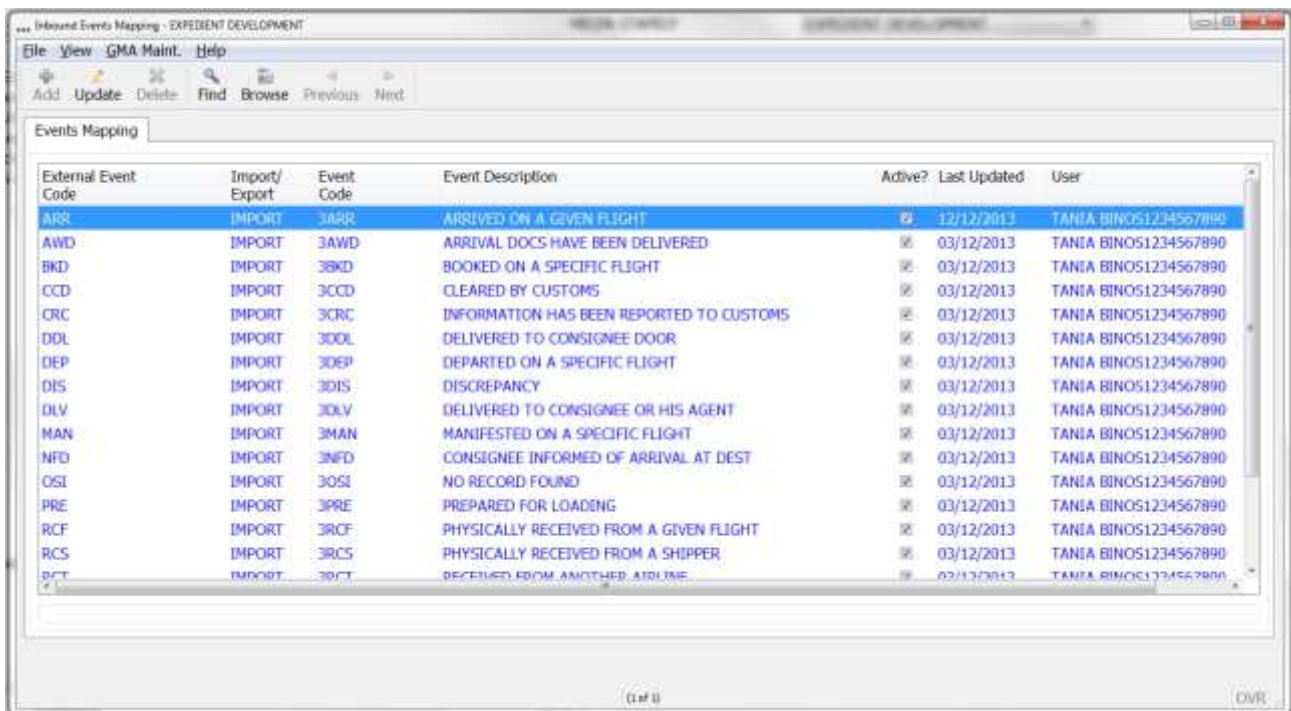


Field Name	Description	Validation	Default
Add Importer	This field indicates if Expedient will create new importers in the Customer Masterfile from the information in the incoming file	Mandatory	No
Add Supplier	This field indicates if Expedient will create new suppliers in the Supplier Masterfile from the information in the incoming file	Mandatory	No
Add Exporter	This field indicates if Expedient will create new exporters in the Customer Masterfile from the information in the incoming file	Mandatory	No
Add Export Consignee	This field indicates if Expedient will create new exporter consignees in the Export Consignee Masterfile from the information in the incoming file	Mandatory	No
Add Default Delivery	This field indicates if Expedient will create a default delivery address for the client from the information in the incoming file	Mandatory	No
Port Code	Select a port code. Use the  to search on available port codes.	Mandatory	Blank
Import/Export	Select from the pull down list if the mapping is for import or export jobs	Mandatory	Blank
Sea or Air	Select from the pull down list if the jobs are sea or air shipments	Mandatory	Blank

Field Name	Description	Validation	Default
Dept	Enter the department code the jobs should be belong to. Use the  to search on available department codes	Mandatory	Blank
Dept Name	This is the name the department code belongs to	N/A	System Generated

EVENTS MAPPING

This screen contains the configuration used to import events from an external party and match to Expedient events.



External Event Code	Import/Export	Event Code	Event Description	Active?	Last Updated	User
ARR	IMPORT	3ARR	ARRIVED ON A GIVEN FLIGHT	<input checked="" type="checkbox"/>	12/12/2013	TANIA BINOS1234567890
AWD	IMPORT	3AWD	ARRIVAL DOCS HAVE BEEN DELIVERED	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
BKD	IMPORT	3BKD	BOOKED ON A SPECIFIC FLIGHT	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
CCD	IMPORT	3CCD	CLEARED BY CUSTOMS	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
CRC	IMPORT	3CRC	INFORMATION HAS BEEN REPORTED TO CUSTOMS	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
DDL	IMPORT	3DDL	DELIVERED TO CONSIGNEE DOOR	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
DEP	IMPORT	3DEP	DEPARTED ON A SPECIFIC FLIGHT	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
DIS	IMPORT	3DIS	DISCREPANCY	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
DLY	IMPORT	3DLY	DELIVERED TO CONSIGNEE OR HIS AGENT	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
MAN	IMPORT	3MAN	MANIFESTED ON A SPECIFIC FLIGHT	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
NFD	IMPORT	3NFD	CONSIGNEE INFORMED OF ARRIVAL AT DEST	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
OSI	IMPORT	3OSI	NO RECORD FOUND	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
PRE	IMPORT	3PRE	PREPARED FOR LOADING	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
RCF	IMPORT	3RCF	PHYSICALLY RECEIVED FROM A GIVEN FLIGHT	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
RCS	IMPORT	3RCS	PHYSICALLY RECEIVED FROM A SHIPPER	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890
RCT	IMPORT	3RCT	RECEIVED FROM ANOTHER AIRLINE	<input checked="" type="checkbox"/>	03/12/2013	TANIA BINOS1234567890

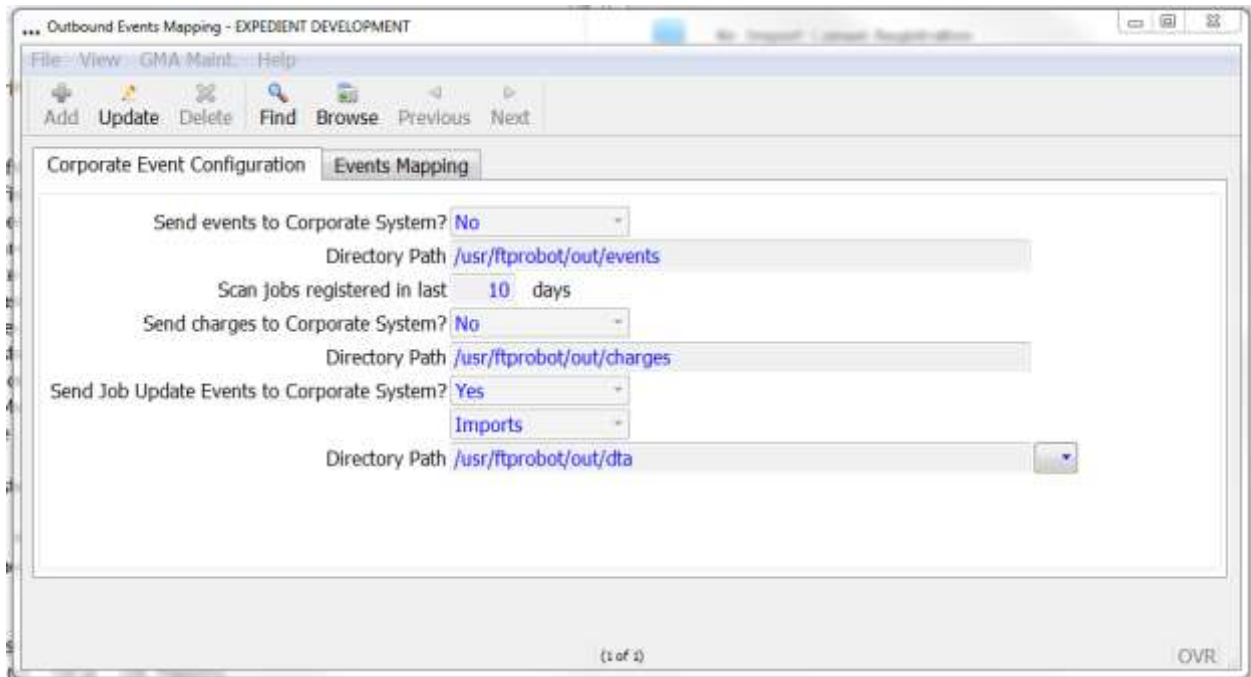
Field Name	Description	Validation	Default
External Event Code	This is the Code for the Event used by the External system.	N/A	Blank
Import/Export	This indicates if the Expedient Event is linked to Imports or Exports	Mandatory	Import
Event	This is the Expedient Event Code	Mandatory	Blank
Event Description	This is the description of the Expedient Event Code	N/A	Blank
Active?	This indicates whether the relationship between the Expedient Event and the External Event is in use. This can be updated by a Super User only. If this External Event Code is no longer required to be triggered by the Expedient Event untick this box.	Optional	Ticked
Last Updated	This is the date the Active tick box was last updated	N/A	System Generated

Field Name	Description	Validation	Default
User	This is the user who last updated the tick box	N/A	System Generated

Outbound

These screens contain the configuration used to export data from Expedient to an external system.

EVENTS MAPPING



Corporate Event Configuration | **Events Mapping**

Send events to Corporate System? **No**

Directory Path **/usr/ftprobot/out/events**

Scan jobs registered in last **10** days

Send charges to Corporate System? **No**

Directory Path **/usr/ftprobot/out/charges**

Send Job Update Events to Corporate System? **Yes**

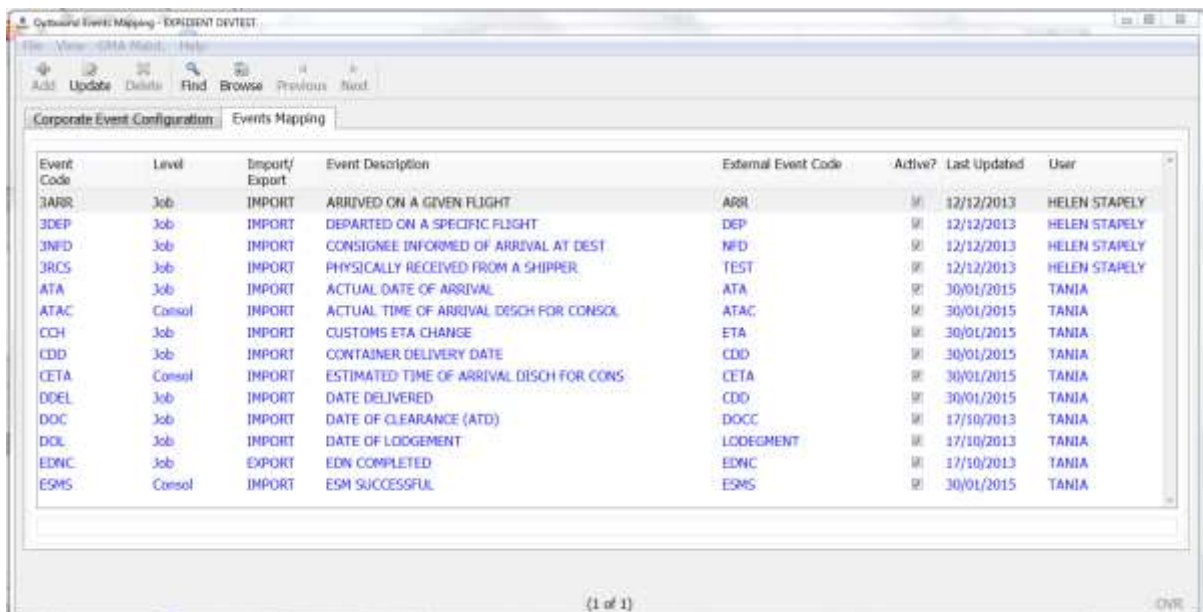
Imports

Directory Path **/usr/ftprobot/out/dta**

(1 of 1) OVR

The Corporate Event Configuration tab holds the interface settings.

The Events Mapping tab controls what external code events are generated when Expedient events occur. Users can view how Expedient events are linked to External event codes. Only Super Users can turn the links on or off.

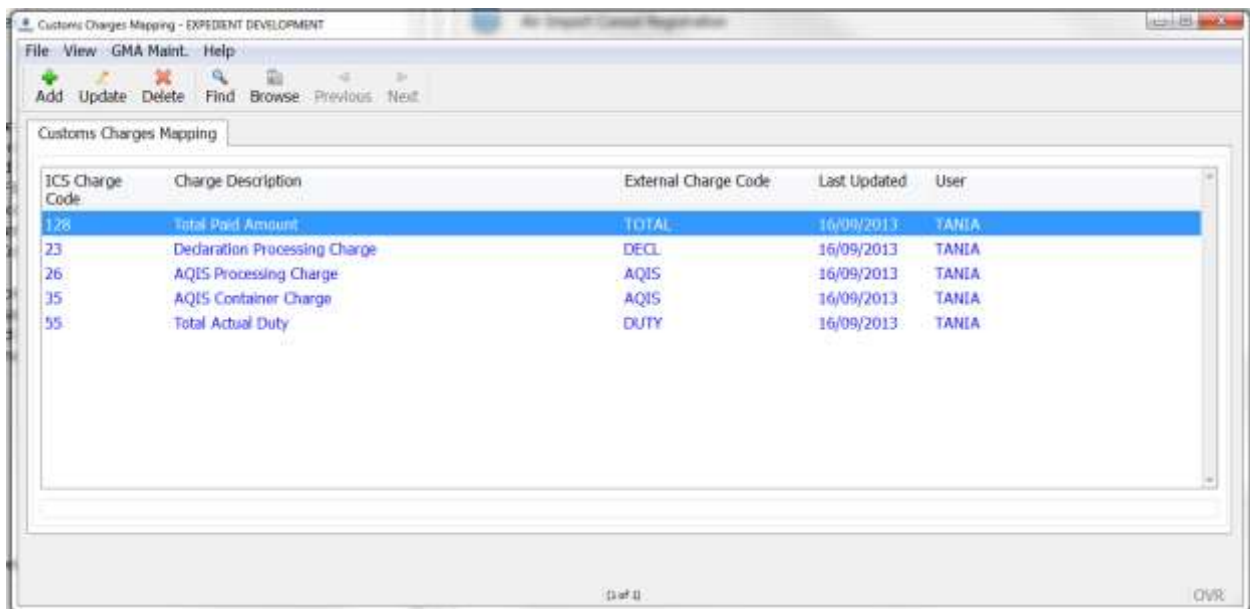


Event Code	Level	Import/Export	Event Description	External Event Code	Active?	Last Updated	User
1ARR	Job	IMPORT	ARRIVED ON A GIVEN FLIGHT	ARR	<input checked="" type="checkbox"/>	12/12/2013	HELEN STAPELY
3DEP	Job	IMPORT	DEPARTED ON A SPECIFIC FLIGHT	DEP	<input checked="" type="checkbox"/>	12/12/2013	HELEN STAPELY
3NFD	Job	IMPORT	CONSIGNEE INFORMED OF ARRIVAL AT DEST	NFD	<input checked="" type="checkbox"/>	12/12/2013	HELEN STAPELY
3RCS	Job	IMPORT	PHYSICALLY RECEIVED FROM A SHIPPER	TEST	<input checked="" type="checkbox"/>	12/12/2013	HELEN STAPELY
ATA	Job	IMPORT	ACTUAL DATE OF ARRIVAL	ATA	<input checked="" type="checkbox"/>	30/01/2015	TANIA
ATAC	Consol	IMPORT	ACTUAL TIME OF ARRIVAL DISCH FOR CONSOL	ATAC	<input checked="" type="checkbox"/>	30/01/2015	TANIA
COH	Job	IMPORT	CUSTOMS ETA CHANGE	ETA	<input checked="" type="checkbox"/>	30/01/2015	TANIA
CDD	Job	IMPORT	CONTAINER DELIVERY DATE	CDD	<input checked="" type="checkbox"/>	30/01/2015	TANIA
CETA	Consol	IMPORT	ESTIMATED TIME OF ARRIVAL DISCH FOR CONS	CETA	<input checked="" type="checkbox"/>	30/01/2015	TANIA
DDOL	Job	IMPORT	DATE DELIVERED	DDO	<input checked="" type="checkbox"/>	30/01/2015	TANIA
DOC	Job	IMPORT	DATE OF CLEARANCE (ATD)	DOCC	<input checked="" type="checkbox"/>	17/10/2013	TANIA
DOL	Job	IMPORT	DATE OF LODGEMENT	LODGE	<input checked="" type="checkbox"/>	17/10/2013	TANIA
EDNC	Job	EXPORT	EDN COMPLETED	EDNC	<input checked="" type="checkbox"/>	17/10/2013	TANIA
ESMS	Consol	IMPORT	ESM SUCCESSFUL	ESMS	<input checked="" type="checkbox"/>	30/01/2015	TANIA

(1 of 1) OVR

Field Name	Description	Validation	Default
Event	This is the Expedient Event Code	Mandatory	Blank
Level	This indicates if the event exists as Consol Level or Job Level	Mandatory	Job
Import/Export	This indicates if the Expedient Event is linked to Imports or Exports	Mandatory	Import
Event Description	This is the description of the Expedient Event Code	N/A	Blank
External Event Code	This is the Code for the Event used by the External system. This is set up by Expedient Software	N/A	Blank
Active?	This indicates whether the relationship between the Expedient Event and the External Event is in use. This can be updated by a Super User only. If this External Event Code is no longer required to be triggered by the Expedient Event untick this box.	Optional	Ticked
Last Updated	This is the date the Active tick box was last updated	N/A	System Generated
User	This is the user who last updated the tick box	N/A	System Generated

CUSTOMS CHARGES MAPPING



ICS Charge Code	Charge Description	External Charge Code	Last Updated	User
128	Total Paid Amount	TOTAL	16/09/2013	TANIA
23	Dedation Processing Charge	DECL	16/09/2013	TANIA
26	AQIS Processing Charge	AQIS	16/09/2013	TANIA
35	AQIS Container Charge	AQIS	16/09/2013	TANIA
55	Total Actual Duty	DUTY	16/09/2013	TANIA

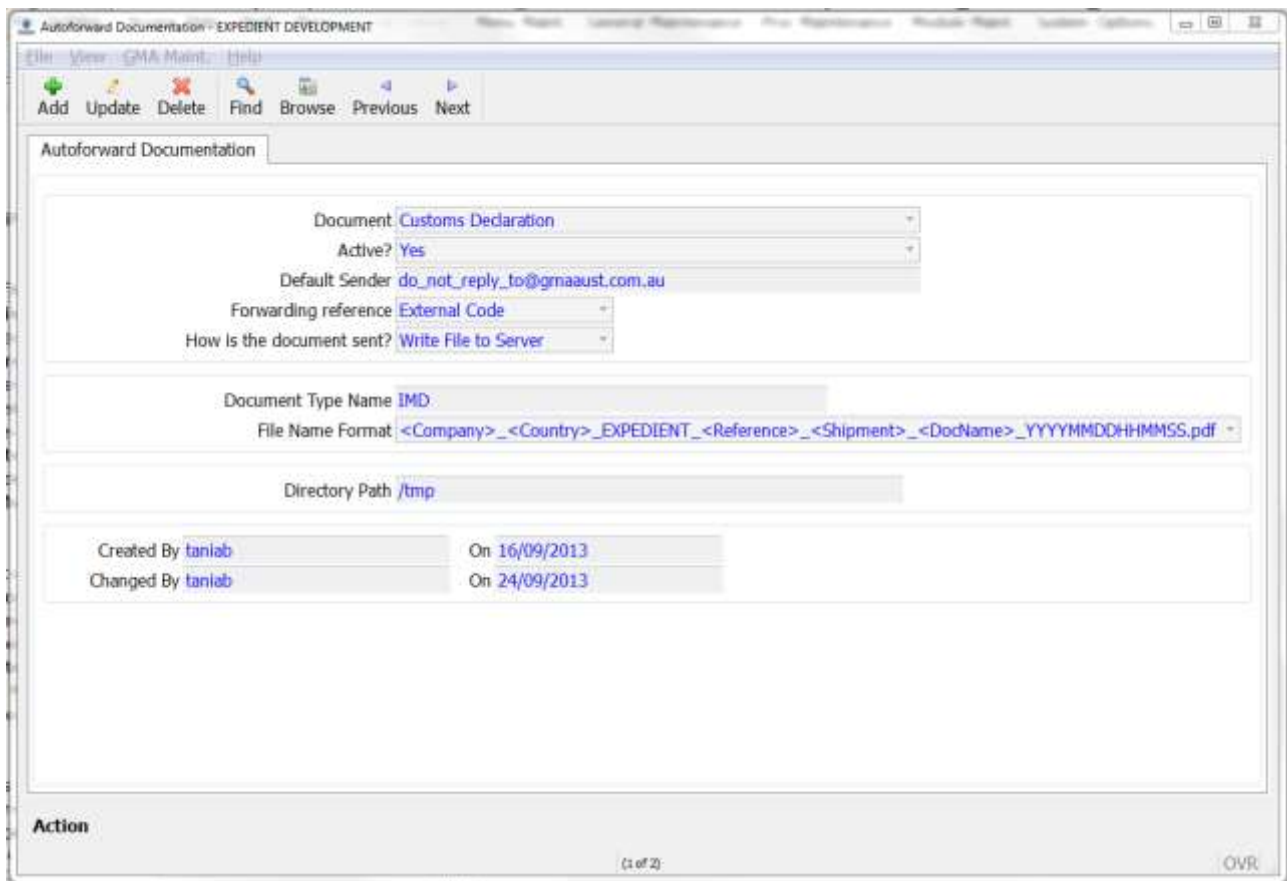
This screen controls how External Charges Codes are mapped to Expedient Customs Charge Codes. Users can view the mapping. Only Super Users can add and make Customs Charge Code mapping.

Field Name	Description	Validation	Default
ICS Charge Code	This is the Customs Charge Code	Mandatory	Blank

Field Name	Description	Validation	Default
Charge Description	This is the description of the charge	N/A	Blank
External Charge Code	This is the Code for the Charge used by the External system.	Mandatory	Blank
Last Updated	This is the date the mapping was last updated	N/A	System Generated
User	This is the user who last updated the mapping	N/A	System Generated

AUTOFORWARD DOCUMENTS

This option allows documents to be automatically forwarded to external systems e.g. on receiving an Import Declaration the document can be automatically forwarded to a corporate system for archiving.



Autoforward Documentation - EXPEDIENT DEVELOPMENT

File View GMA Maint Help

Add Update Delete Find Browse Previous Next

Autoforward Documentation

Document: Customs Declaration

Active? Yes

Default Sender: do_not_reply_to@gmaust.com.au

Forwarding reference: External Code

How Is the document sent? Write File to Server

Document Type Name: IMD

File Name Format: <Company>_<Country>_EXPEDIENT_<Reference>_<Shipment>_<DocName>_YYYYMMDDHHMMSS.pdf

Directory Path: /tmp

Created By: taniab On: 16/09/2013

Changed By: taniab On: 24/09/2013

Action

(1 of 2)

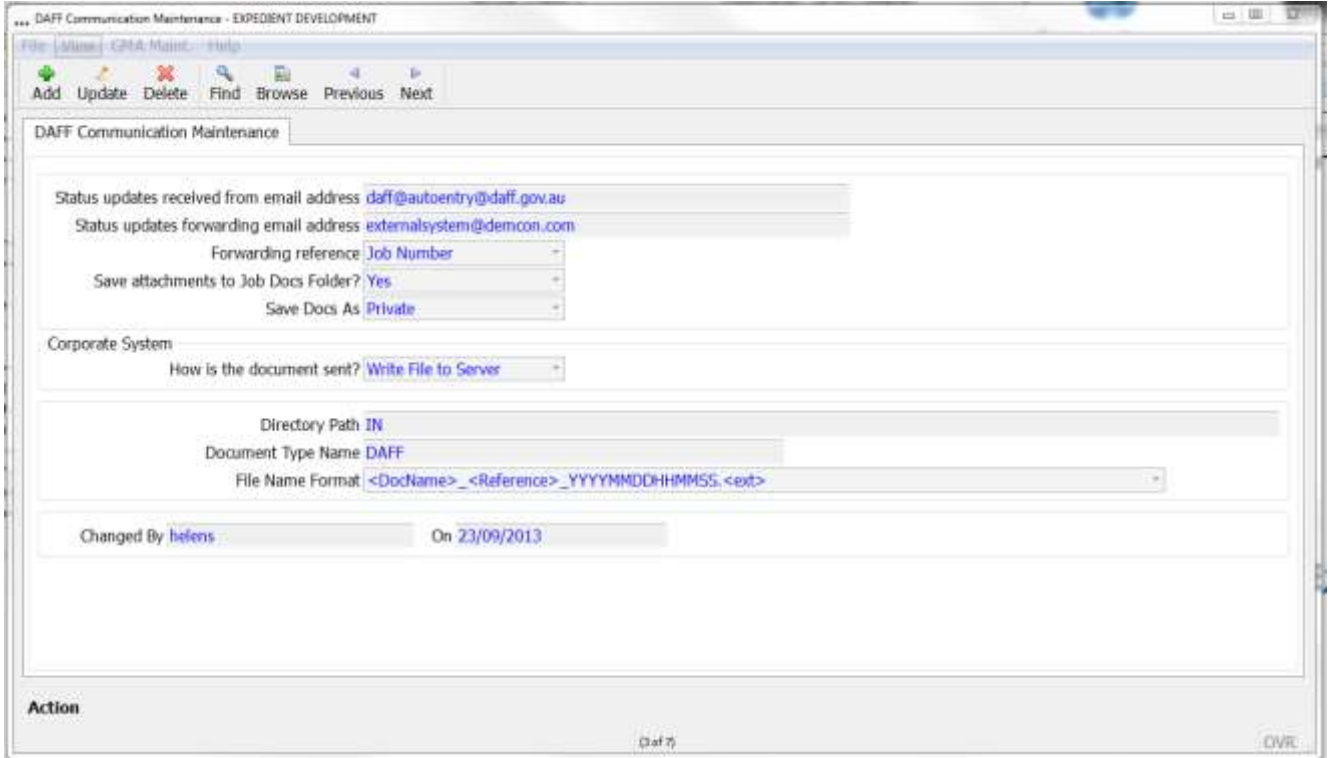
OVER

Field Name	Description	Validation	Default
Document	Select from the pull down list the document to be automatically forwarded	Mandatory	Blank
Active?	Indicates whether the forwarding process is currently working	Mandatory	No

Field Name	Description	Validation	Default
Default Sender	This field indicates the email address that the email will appear to have been sent from	N/A	System Generated
Forwarding Reference	This field will appear if your site uses an External ID alongside Expedient references. Select from the pull down list the reference used to identify the client	Mandatory	Job Number
How is the document sent?	<p>Select from the pull down list how the document is forwarded to external systems. Different fields will appear depending on the selection to complete the forwarding set up.</p> <p>Select the File Name Format that will be used to identify the document and save it to the correct location in the Corporate System</p>	Mandatory	Blank
Document Type Name	This is the reference for the document type that will be used in the file name format	Optional	Blank
File Name Format	<p>This is the format of the file name that the corporate system will use to identify the document</p> <p>The File Name format <Company>_<Country>_EXPEDIENT_<EntryNo>_<HouseBill>_<DocName>_YYYYMMDDHHMMSS.pdf will insert the first three letters of the company name e.g. 'EXP'. If there is no Entry Number the Job Number will be inserted.</p>	Mandatory	Blank
Created By	This field indicates the user who originally set up the forwarding of the document and when.	N/A	System Generated
Changed By	This field indicates who last updated the set up information and when	N/A	System Generated

DAFF COMMUNICATION MAINTENANCE (AU CUSTOMS SITES ONLY)

This option allows your site to set up a function to receive emails from DAFF and forward the email with its attachments to another email address, perhaps to an external system, and store the attachments to the Job Documents folder.



DAFF Communication Maintenance - EXPEDIENT DEVELOPMENT

File Menu CMA Maint Help

Add Update Delete Find Browse Previous Next

DAFF Communication Maintenance

Status updates received from email address

Status updates forwarding email address

Forwarding reference

Save attachments to Job Docs Folder?

Save Docs As

Corporate System

How is the document sent?

Directory Path

Document Type Name

File Name Format

Changed By On

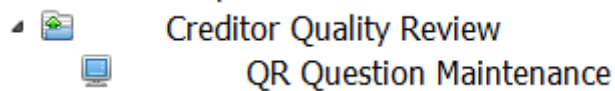
Action

Field Name	Description	Validation	Default
Status updates received from email address	This is the email address that DAFF sends the AQIS emails from.	Mandatory	Blank
Status Updates forwarding email address	This is the email address that you want to forward the AQIS emails with attachments to. This could be used to send the emails to another system at your site.	Mandatory	Blank
Forwarding Reference	This is the reference that AQIS will use in the email subject to identify the job. Select an option from the pull down list.	Mandatory	Blank

Field Name	Description	Validation	Default
Save attachments to the Docs Folder?	This question will appear if your site is configured to save Documents within Expedient. Select whether you want to save the attachments to the AQIS email in the Job Documents folder automatically on receipt of the email	Mandatory	No
Save Docs As	Select from the pull down menu which folder the DAFF document will be saved to	Optional	Private
How is the document sent?	Select from the pull down menu how the documents are transferred to a corporate system. A set of fields will appear depending on the method selected to store the details for the interface. Select the File Name Format that will be used to identify the document and save it to the correct location in the Corporate System.	Optional	Blank
Changed By	Displays the user name who last updated the configuration	N/A	System Generated
On	Date the configuration was last updated	N/A	System Generated

Creditor Quality Review

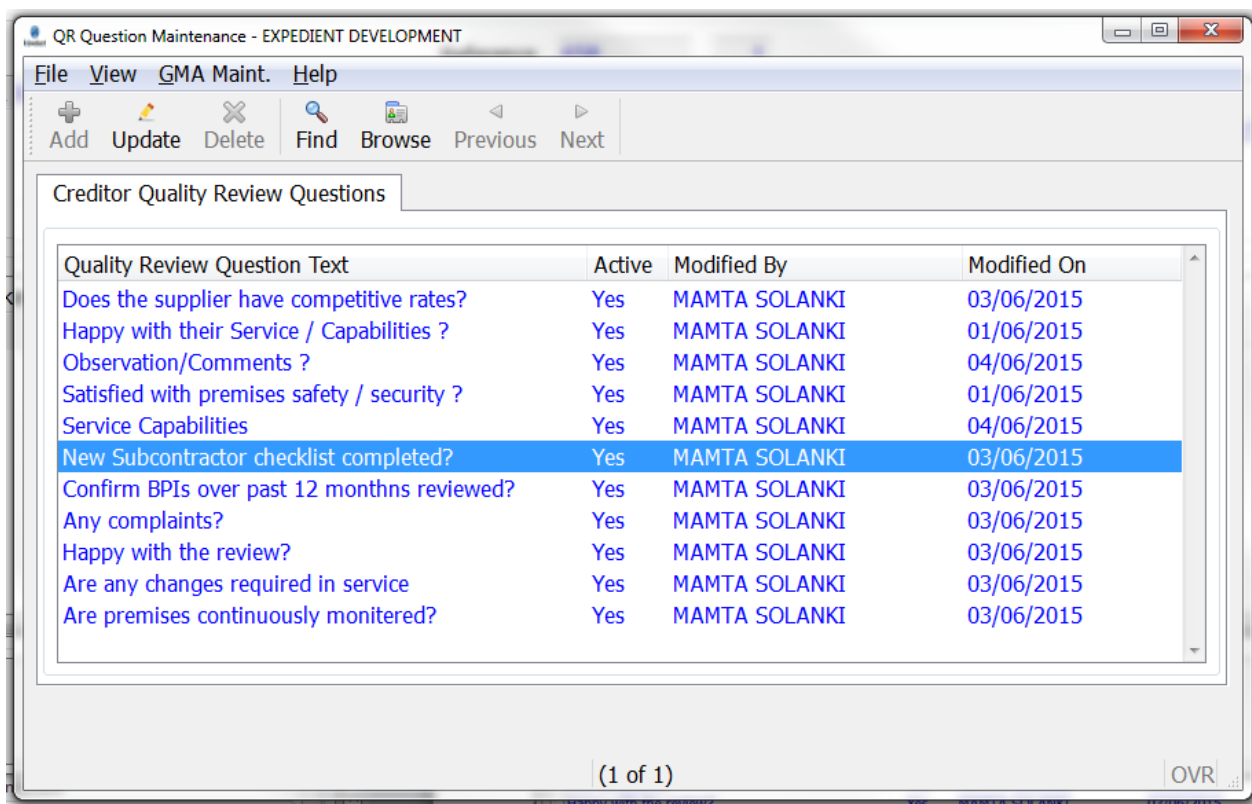
This menu option within Administration is available where your site has the Accounting Module. This option allows you to store a set of questions that can be applied to Creditors to monitor performance.



These questions will require answers within the Customer Masterfile for the Creditor.

Quality Review Question Maintenance

This screen allows addition and modification of Quality Review questions.



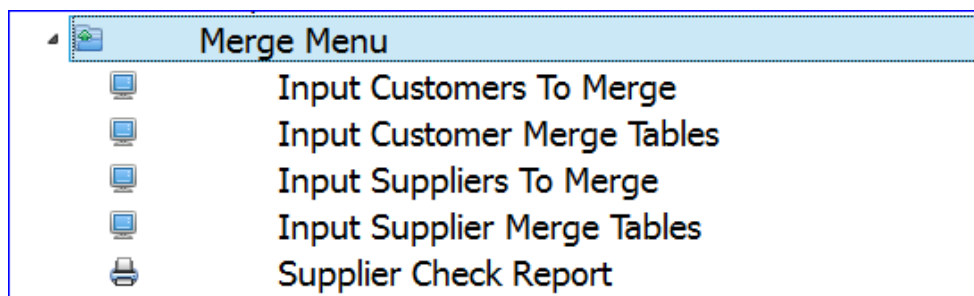
Field Name	Description	Validation	Default
Quality Review Question Text	Enter the question to appear in the Creditor Masterfile	Optional	Blank
Active	This indicates if this is a questions that is current and should be applied to Creditors	Mandatory if a questions exists	Yes

Field Name	Description	Validation	Default
Modified by	This is the user who last updated the question	N/A	System Generated
Modified on	This is the date the question was last updated	N/A	System Generated

Merge Menu

Customer Merge

Expedient allows users to Merge many customer codes to one Customer Code.



The below screen allows users to enter the New Customer Code in the Merge To Code field. The details section of the screen allows users to input one or many valid and existing customer codes to merge from.

Please Note: This and the Customer Rename function occur overnight

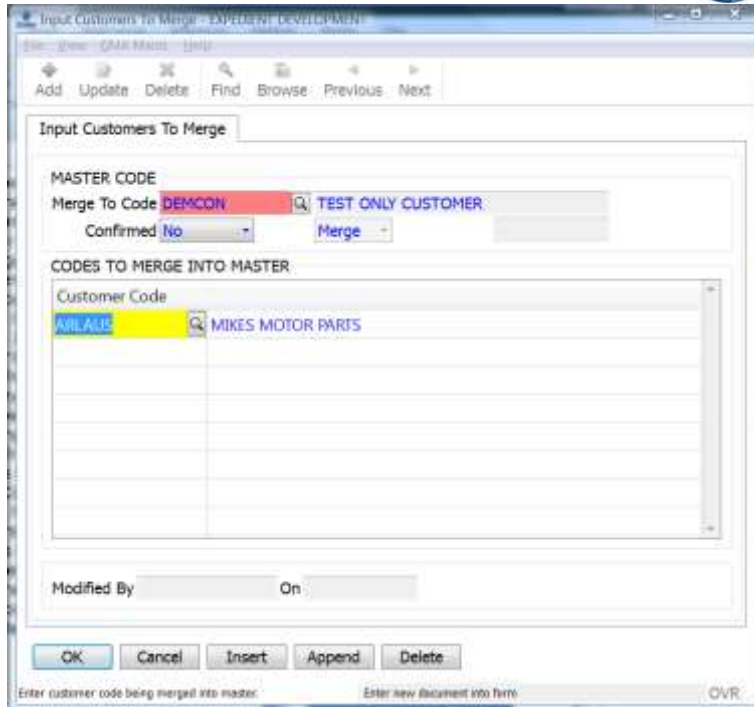
Please Note: If the code entered exists in the customer master file then the swap is considered a "Merge". When a "merge" customer code is entered more than one "from" customer code can be entered in the detail section.

Set the Confirmed flag to 'Yes' when the details on the screen are checked and the merge is ready to be performed in the next overnight process. The number of merges is limited to restrict the time taken to perform the merges in the overnight process. The customer records will be merged in Doc Number order. The Doc Number is set when the merge request is initially saved.

The below screen shot displays that the user wishes to Merge the Customer Code and all information from Customer Code ARLAUS to Customer Code DEMCON.

This action will then update the Customer Code ARLAUS to Customer Code DEMCON from the Customer Masterfile, along with several other items, such as:

- Open Balances
- Parts
- Suppliers
- Jobs and so on...



Input Customers To Merge - EXPEDIENT DEVELOPMENT

File View Database Help

Add Update Delete Find Browse Previous Next

Input Customers To Merge

MASTER CODE

Merge To Code **DEMCON** TEST ONLY CUSTOMER

Confirmed **No** Merge

CODES TO MERGE INTO MASTER

Customer Code	
AIRLAP	MIKES MOTOR PARTS

Modified By On

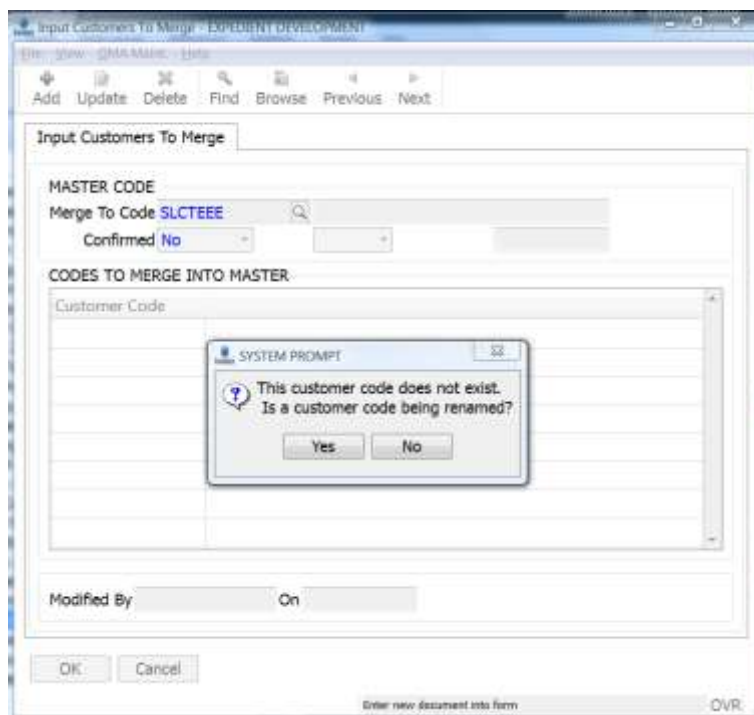
OK Cancel Insert Append Delete

Enter customer code being merged into master Enter new document into form OVR

Customer Rename

Expedient allows users to rename an existing customer code. The new customer code is entered in the Merge to Code.

Please Note: If the code entered does not exist in the customer master file then the swap is considered a “Rename”. When a “rename” customer code is entered only one “from” customer code can be entered in the detail section. The below screen has recognized that the Customer Code SLCTEEE does not exist in the Customer Masterfile, once the user clicks Yes then this will then perform a Rename Customer Code.



Input Customers To Merge - EXPEDIENT DEVELOPMENT

File View Database Help

Add Update Delete Find Browse Previous Next

Input Customers To Merge

MASTER CODE

Merge To Code **SLCTEEE**

Confirmed **No**

CODES TO MERGE INTO MASTER

Customer Code	

Modified By On

OK Cancel

Enter new document into form OVR

SYSTEM PROMPT

This customer code does not exist.
Is a customer code being renamed?

Yes No

Please Note: Users can only select one Customer Code to rename, the following message will appear if a user attempts more than one.

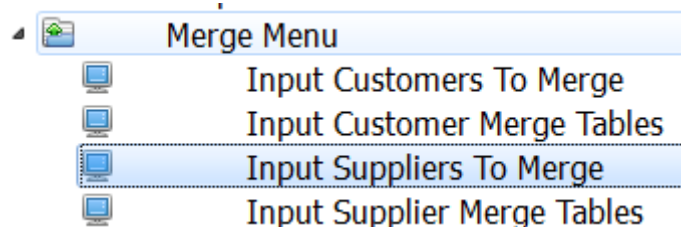


The screenshot shows the 'MASTER CODE' window. At the top, 'Merge To Code' is set to 'SLCTEEE'. Below it, 'Confirmed' is set to 'No' and 'Rename' is selected. A table titled 'CODES TO MERGE INTO MASTER' lists 'Customer Code' with entries 'DEMCON' (TEST ONLY CUSTOMER) and 'ARLAUS'. A 'SYSTEM MESSAGE' dialog box is overlaid on the table, stating: 'Only one FROM customer code can be used for a rename.' with an 'Exit' button.

Set the Confirmed flag to 'Yes' when the details on the screen are checked and the renaming is ready to be performed in the next overnight process. The number of renames is limited to restrict the time taken to perform the renaming in the overnight process. The customer records will be renamed in Doc Number order. The Doc Number is set when the rename request is initially saved.

Supplier Merge

Expedient allows users to merge many Supplier codes to one Master Supplier Code.



Suppliers can only be merged where the CCID number (AU) or the Customs Code (NZ) is the same.

If a Master Supplier is not already linked to the Customer the action becomes a 'Rename'.

The Merge Process and Rename process will occur overnight for confirmed merges. Set the Confirmed flag to 'Yes' when the details on the screen are checked and the merge is ready to be performed in the next overnight process. The number of merges is limited to restrict the time taken to perform the merges in the overnight process. The supplier information will be merged in Reference Number order. The Reference Number is set when the merge request is initially saved.

Expedient will merge jobs, invoices, entries, landed costings, parts, forwarding rates, personnel, documents from the old Supplier Codes to the Master Supplier code.

... Input Suppliers To Merge - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Input Suppliers To Merge

MASTER CODE

Merge To Customer **DEMCON** DEMONSTRATION & COMPANY

Supplier **CLEVA** CLEVA

Confirmed **No** Action **Merge** Reference

CCID **CCK667973**

CODES TO MERGE INTO MASTER



Supplier Code	Supplier Name	CCID
CLEHON	CLEVA HONG KONG LIMITED	CCK667973T


Modified By On

OK Cancel Insert Append Delete

Select the Supplier Code to merge into Master Supplier Enter new document into form

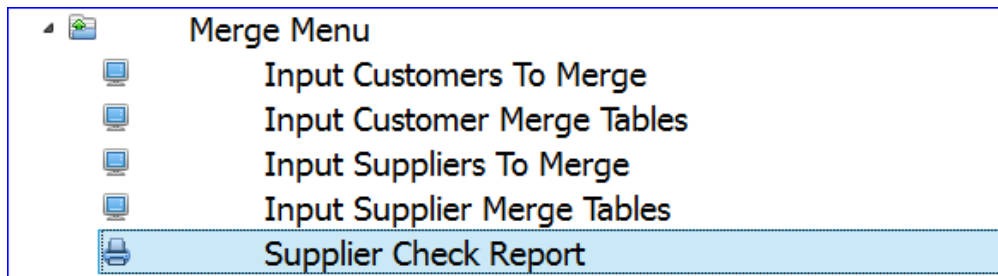
OVR

Field Name	Description	Validation	Default
Merge To Customer	Select the Client code. Use the  to select a Customer code	Mandatory	Blank
Supplier	Select the Supplier Code to merge into. This will become the Master Supplier Code. Use the  to select a Supplier code from the list of Suppliers already associated with the Customer or click on Search All in the Supplier Code zoom window to select a Supplier to create a new relationship with the Customer	Mandatory	Blank
CCID/Customs Code	This is the code supplied by Customs to identify the Supplier. The Suppliers to merge in the Master Supplier must have the same CCID/Customs Code	N/A	Supplier Masterfile
Codes to Merge Into Master			

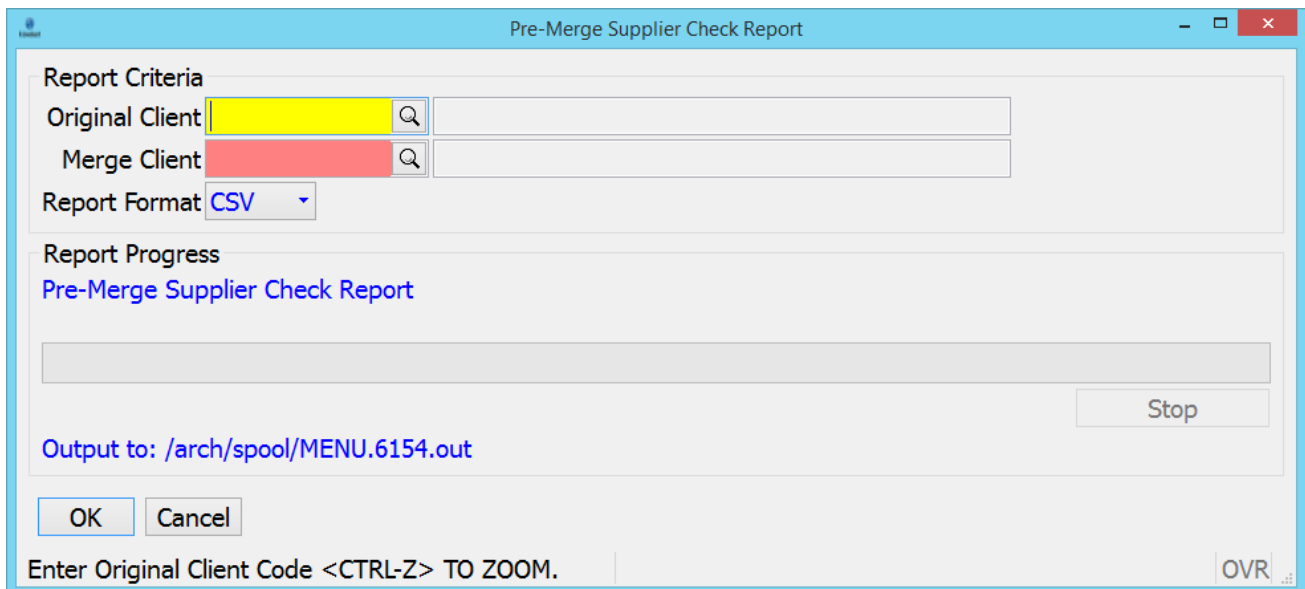
Field Name	Description	Validation	Default
Supplier	Enter the Supplier Code to be merged into the Master Supplier Code. Use the  to select a Supplier code from the list of Suppliers already associated with the Customer or click on Search All in the Supplier Code zoom window to select a Supplier to create a new relationship with the Customer. The Supplier must have the same CCID/Customs Code number	Optional	Blank
Supplier Name	This is the full business name for the selected Supplier	N/A	Supplier Masterfile
CCID/Customs Code	This the Customs Reference for the Supplier	N/A	Supplier Masterfile
Confirmed	Select Yes from the pull down list to add the merge to the next overnight merge process	Optional	No
Action	This will default to Merge if there is already a link between the Customer and the Master Supplier. If the link is to be created the Action flag will show 'Rename'	N/A	Merge
Reference	This is the reference number for the merge in the queue of Suppliers to be merged	N/A	System Generated
Modified By	This is the user who last update the merge or rename instruction	N/A	System Generated
On	This is the date the merge or rename instruction was last updated	N/A	System Generated



Supplier Check Report

This report allows users to view existing Client/Supplier combinations that are setup in the Supplier's Masterfile, for clients that you would like to merge.



Pre Merge Supplier Check Report Parameters:



Field Name	Description	Validation	Default
Original Client	Select the Client Code. Use the  to select a Customer Code.	Mandatory	Blank
Merge Client	Select the Client Code to merge into. Use the  to select a Customer Code.	Mandatory	Blank

Field Name	Description	Validation	Default
Report Format	<p>Select either CSV or Report Format.</p> <p>CSV Format; The following columns are shown: Supplier - Supplier Code that corresponds with the Original Client in the Suppliers Masterfile. Name - Description associated with the Supplier Code entered above. CCID – Customs Code that corresponds with the Client/Supplier in the Suppliers Masterfile. Conflict – Either of the below is shown in this column, depending on the circumstances;</p> <ul style="list-style-type: none"> • Same Supplier Code with Different CCID • Different Supplier Code with same CCID <p>Supplier - Supplier Code that corresponds with the Merge Client in the Suppliers Masterfile. Name - Description associated with the Supplier Code entered above. CCID - Customs Code from the Suppliers Masterfile.</p> <p>Report Format; The following columns are shown: Supplier – Supplier Code that corresponds with the Original Client in the Suppliers Masterfile. Name – Description associated with the Supplier Code entered above. CCID – Customs Code that corresponds with the Client/Supplier in the Suppliers Masterfile. Supplier – Supplier Code that corresponds with the Merge Client in the Suppliers Masterfile. Name – Description associated with the Supplier Code entered above. CCID – Customs Code from the Suppliers Masterfile.</p>	Mandatory	CSV

Please see below example of the Report Formats (CSV & Report):

Original Code AAERINT				Merge Code AACTSTA		
Supplier	Name	CCID	Conflict	Supplier	Name	CCID
HARSIMP	HARSHA IMPEX	CEG7466934Y		020LTD	020 LTD	
LCLLOG	LCL LOGISTIX INDIA PTY LTD			1020722	SANDLER AG	CCG3694333H
OALTSHA	ALTO SHAAM INTL INC	TST CUSTOM	Same Supplier code with different CCID	1033866	BBA FIBERWEB FR SAS	CCF3909776T
SUPPLIER1	SUP1	TST CUSTOM CODE	Different Supplier code with same CCID	GUANGZHOU	GUANGZHOU XINJUN TRADING CO.	CGTEST
				OALTSHA	ALTO SHAAM INTL INC	TST CUSTOM CODE
				SUPPLIER1	SUP1	

Users Currently Logged In

This screen allows the users the option to view who is currently logged into the System

